



AUTHORIZATION TO PREPARE LOAN ESCROW INSTRUCTIONS

Prepared by: Agent _____ Phone _____
Broker _____ Email _____

DATE: _____, 20____. Prepared by _____.

TO ESCROW: _____
 Escrow Officer _____
 Escrow/Title Company _____
 Address _____

 Phone _____ Cell _____
 Email _____
 Escrow Number _____

FROM LOAN BROKER: _____
 Loan Representative _____
 Lender _____
 Address _____

 Phone _____ Cell _____
 Email _____
 Application Number _____

- Date anticipated for closing is _____, 20_____.
- Borrower's deposit of \$_____ is attached, or to come.
- Borrower's name _____
 Address _____
 Phone _____ Fax _____ Email _____
- Property address _____
 4.1 Assessor's parcel number _____
 4.2 Fire insurance company _____ Policy number _____
 Insurance Agency _____ Phone _____
- Loan amount \$_____ Name of funding Lender _____
 Type of loan: refinance purchase-assist
 conventional FHA/VA-insured
 first trust deed second trust deed

6. LIENS OF RECORD:

	1st trust deed	2nd trust deed	3rd trust deed/abstract
Lender	_____	_____	_____
Address	_____	_____	_____
Loan #	<input type="checkbox"/> payoff, or <input type="checkbox"/> subject to.	<input type="checkbox"/> payoff, or <input type="checkbox"/> subject to.	<input type="checkbox"/> payoff, or <input type="checkbox"/> subject to.

- Title insurer _____ Type/Policy _____
 Title officer _____ Title order number _____
 Title representative (credit) _____

8. Under your instruction, you are to be concerned with:

- Disbursement of the following checked items from Borrower's deposit and proceeds of this loan:
 - payoff of liens of record as noted above.
 - appraisal fee of \$_____, payable to _____.
 - credit report and analysis fee of \$_____, payable to _____.
 - loan origination fee of \$_____, payable to _____.

- loan points/discount of \$ _____, payable to _____.
- prepaid interest for the days of the month remaining after closing payable to _____.
- loan broker fee of \$ _____, payable to _____.
- loan processing fee of \$ _____, payable to _____.
- loan set up fee of \$ _____, payable to _____.
- loan administrative fee of \$ _____, payable to _____.
- tax report service fee of \$ _____, payable to _____.
- improvement district bond of approximately \$ _____.

- 8.2 Recording of a notice of default, and notice of delinquency, in favor of Lender.
- 8.3 Lender approval of a structural pest control report and corrective clearance.
- 8.4 Owner's approval of beneficiary statement on any payoff, and settlement statement before closing.

You are authorized to open an escrow and prepare instructions for signatures.

Submitting loan representative's signature: _____