

Document Order Form

Broker: _____ Contact: _____

Office: _____ Cell: _____ Email: _____

Closing Date and Time: _____ (date) _____ (time - indicate EST/CST/MST/PST)

Borrower Name (1): _____ (show as title is held)

Borrower Name (2): _____ (show as title is held)

Non-Titled Spouse's Name (if applicable): _____

Vesting: _____ (show as title is held)

Property Address: _____

Verify Terms of Loan:

(If different from what is shown on the loan approval, please contact your Account Manager)

Check one: SFR CONDO PUD 2-4 UNITS

Check one: PURCHASE CASH OUT REFINANCE RATE & TERM REFINANCE

Check one: OWNER OCCUPIED NON-OWNER OCCUPIED SECOND HOME

Check one: 2/28 ARM 2/28 ARM INTEREST ONLY

Check one: PREPAYMENT PENALTY: 0 year 1 year 22 month

Check one: ESCROWS: YES (required)

Loan Amount \$ _____ Interest Rate: _____ LTV: _____

Appraised Value \$ _____ Purchase Price: \$ _____

FEES TO CHARTER BANK: (min. 1% fee to Charter)

Discount Points	_____ %	\$ _____
Underwriting Fee		\$ 550
Administration Fee		\$ 535
Appraisal Review Fee		\$ 175
Doc Preparation Fee		\$ 200
Flood Determination		\$ 20
Fee: _____	_____ %	\$ _____
Fee: _____	_____ %	\$ _____
Fee: _____	_____ %	\$ _____
Fee: _____	_____ %	\$ _____

Total Fees: \$ _____

FEES TO BROKER:

Broker Fee (max 3% of loan amount)	\$ _____
Processing Fee (max \$500)	\$ _____
Appraisal Fee (indicate if POC)	\$ _____

Redraw Fee = \$150

Total Fees: \$ _____

TITLE COMPANY: _____ **CLOSER:** _____

Address: _____

Phone: _____ Fax: _____

Broker's Signature: _____ **Date:** _____

Please fax back to Donna Gonzalez @ 505-338-4017. If you have any questions, please contact me at 720-259-8209 or 866-394-7405 or donna.gonzalez@charterco.com. Attach preliminary HUD if available.

Thank you for your business!