

**Required Items - Must have all items to issue CD**

- Loan status must be Approved.
- Completed Appraisal / PIW-ACE
- Rate must be locked and locked Loan Estimate must be sent out one business day prior to CD  
(Signature required to demonstrate receipt unless sent at least 4 days prior to CD)
- Evidence of hazard insurance and flood insurance (if impounded) OR quote from company if EOI not available
- 3rd Party Invoices
- Estimated Settlement Statement  
(Buyer/Seller side required on purchases. Correct loan amount (must match current approval))
- Real Estate Agent Information

**Instructions**

Please check the Mega Capital website loan/lock details to verify all loan terms are correct I.E. rate, loan number, impound, etc. If terms are not correct, contact your Account Manager for changes before submitting the Request. Fees will be based on the most recent settlement statement provided. By signing below, you approve and agree.

**DOC & CD Request**

**DOC Request**

**CD Request**

Loan Number:  MIN / MERS #  Escrow License #

Escrow's Email

Request Date  Closing Date  Signing with POA?  Yes  No Signing in name of trust?  Yes  No

vesting Information

**Loan Information**

Wet State Est. Closing Date & Time  Mail Away  Yes  No

Loan Amount  Lock Expiration  1st Payment Date

Impounds  Yes (Both)  Yes (Tax Only)  No Prepay Penalty?  Yes If yes, \_\_\_\_\_ yrs  No Interest Only?  Yes  No

**Fee Information**

**Broker Compensation / Origination Fee**

Fee AMT  Responsible Party  POC  Payee Name

**Processing Fee**

Fee AMT  Responsible Party  POC  Payee Name

**MCFI Fees**

**Underwriting Fee**

Fee AMT  Responsible Party  POC  Payee Name

**Discount Points**

Fee AMT  Responsible Party  POC  Payee Name

**Document Review Fee \*Texas Only**

Fee AMT  Responsible Party  POC  Payee Name

**3rd Party Fees**

**Appraisal Fee**

Fee AMT  Responsible Party  POC  Payee Name \*

**Desk Review Fee**

Fee AMT  Responsible Party  POC  Payee Name \*

**1004D Fee**

Fee AMT  Responsible Party  POC  Payee Name \*

**Credit Report Fee**

Fee AMT  Responsible Party  POC  Payee Name \*

**Other Fees**

Fee AMT  Responsible Party  POC  Payee Name \*

**Other Fees**

Fee AMT  Responsible Party  POC  Payee Name \*

LO Name

Broker Company