 **BROKER DOCUMENT REQUEST FORM**

Document request cut off time is 3:00pm

***A Verbal Verification of Employment will be performed upon receipt of the executed document request. If there are any delays the primary contact will be notified immediately.***

|  |  |
| --- | --- |
| **Date & Time of Request:** | **Fremont Bank Loan #:** |
| **Broker Contact Name:** | **Broker Contact #:** |

|  |  |
| --- | --- |
| **Borrower Name**: | **Co Borrower Name:** |
| **Borrower e-mail**: | **Co Borrower e-mail:** |
| **Non-Borrower e-mail**: | |
| **Property Address:** | |
| **Vesting:**  **Same as Preliminary Title Report  POA involved**  **Change to:** | |

|  |  |  |
| --- | --- | --- |
| **Loan Amount: $** | **Loan Purpose  Purchase**  **Refi** | **Occupancy:  Owner 2ND  Investment** |
| **Impounds  Yes  No Taxes  Insurance** | **If Impounds:** Hazard Insurance Premium Amount **$** Expiration Date  **FB to FB Impound Transfer:  Yes  No** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Escrow Company** | | **Escrow Officer** | |
| **Escrow #** | **Escrow Contact #** | | **Est. Closing** |
| **Escrow E Doc Email (if electronic) or address** | | | |

**Rate:       Price       Lock Expiration Date**

**Date of First Payment:**

**ONLY COMPLETE THE APPLICABLE SECTION THAT APPLIES**

**Lender Paid Compensation** (no credits can be applied towards borrower cost from Broker)

|  |  |  |  |
| --- | --- | --- | --- |
| **Fee** | **Amount** | **Paid To:** | **Paid By** |
| Broker Compensation (on file) | $ | Broker | Fremont Bank |
| Credit Report Fee | $ | Broker |  |
| Processing Fee \* | $ | Outsourced processing company |  |
|  | $ |  |  |
| **Total Broker Compensation** | **$** |  | |

\* Must provide 3rd party invoice from a DRE & NMLS licensed individual. Will be verified prior to drawing docs.

**Borrower Paid Compensation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fee** | **Amount** | **Paid To:** | **Paid By** |
| Broker Origination Fee | $ | Broker | Borrower\* |
| Credit Report Fee | $ | Broker |  |
| Processing Fee | $ |  |  |
|  | $ |  |  |
| **Total Broker Compensation** | **$** |  | |

**\***Must be borrower funds, YSP not allowed to be used towards compensation or origination fees.

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Broker Signature Date & Time

|  |  |
| --- | --- |
| **Hazard Insurance** | **Closing Protection Letter** |
| Fremont Bank | Fremont Bank |
| ISAOA | ISAOA |
| PO BOX 7295 | 2580 Shea Center Drive |
| Fremont, CA 94537-7295 | Livermore, CA 94551 |
| **Loan #** | **Loan #** |