

## Settlement Agent Form

COMPANY	STATE LICENSE #	FAX NO.:	PHONE NO.:

From: \_\_\_\_\_

Email: \_\_\_\_\_

BORROWER: \_\_\_\_\_

Please complete the information below and email to Loan Processor listed above in order to receive Closing Documents in a timely manner. *Closing Documents cannot be completed without this information:*

1. CLOSING DATE\*: \_\_\_\_\_

2. CLOSING TIME\*: \_\_\_\_\_

Form Completed by \_\_\_\_\_

(\*REQUIRED: Closing Date and Time must be confirmed and approved by Luxury Mortgage Corp)

3. Attorney / Escrow Closing Fees:  
 List all fees associated with 1<sup>st</sup> Mortgage

Closing Fee (not title fee):     \$ \_\_\_\_\_

Courier Fee:                         \$ \_\_\_\_\_

Wire/Copy/Fax Fee:                 \$ \_\_\_\_\_

Attorney (CEMA):                   \$ \_\_\_\_\_

Payoff:                                 \$ \_\_\_\_\_

4. Email address for closing documents: \_\_\_\_\_

5. Taxes:

Annual Amount: \$ \_\_\_\_\_

Due: \_\_\_\_\_ Annually   Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Semiannually   Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Quarterly   Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

6. Vesting: \_\_\_\_\_

7. Location of Closing: \_\_\_\_\_

Please attach the following to this completed form prior to faxing or emailing to Loan Processor:

\_\_\_\_\_ Closing Protection Letter \*\*

\_\_\_\_\_ E&O and Fidelity Bond (NY Only)

\_\_\_\_\_ Wiring Instructions (include for all loans)

\_\_\_\_\_ CEMA (NY ONLY) Provide New Money Amount \$ \_\_\_\_\_ (if no new money, indicate "0")

\_\_\_\_\_ CEMA or CO-OP Attorney Fee \$ \_\_\_\_\_

\_\_\_\_\_ POWER OF ATTORNEY: Luxury Mortgage Corp APPROVAL and REVIEW is required prior to scheduling closing.

\_\_\_\_\_ Preliminary HUD-1 (if this is a NJ loan, please include a Title Bill as well)

\*\*Luxury Mortgage Corp., requires that all Closing Protection Letters be specific to our transaction, and include the commitmen number. The CPL must also protect our Warehouse Bank with verbiage in the body of the letter. If this language is not part of the CPL, LMC may require additional information.

Our mortgagee clause should read as follows: Luxury Mortgage Corp. its successors and/or assigns Four Landmark Square, Suite 300 Stamford, CT 06901