

«f80»

CONTRACT FOR DOCUMENT PREPARATION SERVICES

CCCOMPANY, a mortgage broker, arranging a loan secured by real property as described on the following page hereof, hereby employs «f80». (hereinafter referred to as COMPANY) to assist the broker in completing the transaction. COMPANY is not a public escrow service and is in no way responsible nor liable for the underwriting, funding, or disbursement of loan funds for this transaction. COMPANY will rely solely on the information provided by the broker to prepare the necessary documentation. Provision of all loan documentation for this transaction is not intended to be legal advice or a substitute for specific analysis of the loan or real estate law, either Federal or State, as it might apply to a specific factual situation. The BROKER hereunder is advised to consult with his/her own attorney for any legal advice or specific assistance on this transaction or specific laws. Said mortgage broker shall hold harmless COMPANY from any and all loss and expenses including attorney’s fees and court costs sustained by reason of any action, legal or otherwise, which may in anyway arise as a result of this transaction. Said mortgage broker herby further acknowledges and accepts full responsibility for the compliance of this transaction with all applicable governing laws of the State of California. Furthermore, said mortgage broker shall instruct COMPANY as to all costs and expensed of said loan to be included in the calculation of any APR if required by virtue of the type of loan transaction being arranged.

The Broker provides herewith the following information, relative to the subject transaction. The broker further agrees to provide additional information at the request of COMPANY as may be required to complete the loan documentation. Check all items submitted

- a. Copy of an active broker’s license
b. Borrower’s application including income and expense information
c. Preliminary title report
d. Appraisal on the subject property (or broker’s opinion of value)
e. All construction related information if applicable
f. Copy of all notes on senior encumbrances
g. Lender’s names and vesting
h. Section 32 loan worksheet if applicable

The terms and condition of the loan being arranged by the broker will be shown on the following page hereof, to be completed by the broker. All documents will be provided by COMPANY unless otherwise specified. Company is not responsible nor liable for any “sign-off” of the documents by borrower.

All information provided and maintained in the files of COMPANY is the property of COMPANY and shall be kept for a period of not less than three (3) years from the date of close of escrow. All information regarding this transaction including borrower and lender information shall be maintained with the highest regard to confidentiality by COMPANY and shall be released to those individuals entitled to it

COMPANY s requested by broker to perform the following services: (check all that apply)

- Loan processing
Document preparation
Rush service (foal all services requested with less than 24 hour notice)
Both loan processing and document preparation
Funding coordination, escrow instructions and follow-up
Both document preparation and escrow follow up
Other

COMPANY shall submit and invoice for services requested to be paid in the subject escrow. However, in the event that the transaction is not consummated or is canceled for any reason, Broker shall pay to COMPANY a cancellation fee of \$, due and payable immediately upon notification that the transaction has canceled. The undersigned broker hereby acknowledges receipt of a copy of the foregoing.

Enclosed please find your completed set of loan docs and a blank form for your use on your next order. Also, included is the Itemization of Prepaid Finance Charges. This form will reflect all charges that were calculated in the APR. Please review the documents and let «f80» know if there are any errors or changes that need to be made.

«f80» is a service agency only and does not guarantee the accuracy of documents. Documents are prepared with the understanding that the client proofreads for accuracy of spelling and calculations.

Thank you for choosing «f80» for your document preparation service.

Date:

Signature of Broker - CCCOMPANY

**LOAN TERMS AND CONDITIONS**

**FILE #** \_\_\_\_\_

**BORROWER INFORMATION**

Name(s) \_\_\_\_\_  
Vesting \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**LENDER INFORMATION**

Name(s) \_\_\_\_\_  
Vesting \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**PROPERTY INFORMATION**

Owner Occupied       Non-Owner Occupied  
Address \_\_\_\_\_  
County \_\_\_\_\_  
APN \_\_\_\_\_

**SERVICE ARRANGEMENTS**

Who will service this Loan? \_\_\_\_\_  
 Broker       None  \_\_\_\_\_  
(If another agent will service this loan,  a copy of the service agreements is attached to include with the lender's documents.)

**LOAN CONDITIONS**

Any Special insurance Requirements? \_\_\_\_\_  
 earthquake insurance required \_\_\_\_\_  
 flood insurance required \_\_\_\_\_  
 other \_\_\_\_\_

Who will perform escrow services? \_\_\_\_\_  
Title Company \_\_\_\_\_  
Escrow Officer \_\_\_\_\_  
Escrow Number \_\_\_\_\_  
Phone Number \_\_\_\_\_

ALTA  CLTA       Endorsements?  
Broker controlled funds?  Yes  No  
Does this loan fall under Section 32?  Yes, see attached worksheet.  No

**SPECIAL NOTES AND CONDITIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOAN TERMS**

Gross Loan Amount \_\_\_\_\_  
Term of Loan (in months) \_\_\_\_\_  
Interest Rate (per annum) \_\_\_\_\_  
Loan Position  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup> \_\_\_\_\_  
Payment Amount \_\_\_\_\_  
 Interest Only  Fully Amort.  Part. Amort. \_\_\_\_\_  
Prepayment Penalty \_\_\_\_\_  
Other \_\_\_\_\_

**ESTIMATED LOAN COST TO BORROWER**

(Broker fill in all cost to be include in APR.)

Escrow	_____	Inspections	_____
Credit	_____	Odd Days Interest	_____
Notary	_____	Recording	_____
Appraisal	_____	Processing	_____
Doc Prep	_____	Escrow	_____
Tax Sevice	_____	Other	_____
Title	_____	Other	_____
		<b>Total EST. Costs:</b>	_____

**ESTIMATED USE OF LOAN PROCEEDS**

Gross Loan Amount	_____
Less Disbursements	_____
_____ % points to broker	_____
_____ % points to ref broker	_____
Est. Costs from above	_____
Est. Net Loan Proceeds	_____
Disbursements from Est. Net Loan Proceeds	_____
Property Taxes	_____
Insurance Premiums	_____
Bring Senior loans current	_____
Payoff existing Second	_____
Reconveyance fees	_____
Other	_____
Other	_____
Other	_____
Net Cash to Borrowers	_____

**DOCUMENTS TO BE PROVIDED TO LENDER**

- copy of appraisal or broker's value opinion \_\_\_\_\_
- copy of the preliminary title report \_\_\_\_\_
- lender/purchaser disclosure statement \_\_\_\_\_
- service agreement \_\_\_\_\_
- credit report \_\_\_\_\_
- other \_\_\_\_\_

I, \_\_\_\_\_, hereby request borrower loan documents and investor disclosure statements for the transaction as specified.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Broker