

RESIDENTIAL: REFINANCE FILE CHECKLIST

(Sample)

File No.: _____ County/City: _____

Lender: _____ Loan \$ _____

Borrower: _____

Property Address: _____

Phone: _____ Email: _____

Type of Loan Policy: Short Long Lien Position: 1st 2nd

Payoff(s) to be Satisfied: 1st: _____

2nd: _____

Judgments(s)/Liens to be Satisfied: _____

Real Property Taxes: Tax Map No.: _____

1st Half (Due Date): DUE: Paid: Amount: \$ _____

2nd Half: (Due Date): DUE: Paid: Amount: \$ _____

Current Assessed Value \$ _____

Prior Year Taxes Delinquent? Yes: No:

NOTES:

AT SETTLEMENT AFFIDAVITS & FORMS:	TITLE PROCESS:
<input type="checkbox"/> AUTH. CLOSE LINE OF CREDIT	<input type="checkbox"/> ORDER TITLE
<input type="checkbox"/> CONSENT TO CONTACT LENDER	<input type="checkbox"/> SEND OUT/RECEIVE BORROWER PACKAGE
<input type="checkbox"/> SUBORD. OF EXISTING 1 ST LIEN	<input type="checkbox"/> EXECUTED AUTHORIZATION TO RELEASE
<input type="checkbox"/> POWER OF ATTORNEY & Agent Affidavits	<input type="checkbox"/> CURRENT OWNER'S POLICY - REISSUE RATE
<input type="checkbox"/> TRUST CERTIFICATION (if necessary)	<input type="checkbox"/> 1 ST PACER SEARCH (Bankruptcy)
<input type="checkbox"/> ADDENDUM TO CD OR HUD	<input type="checkbox"/> PATRIOT ACT NAME SEARCH
<input type="checkbox"/> OWNER'S AFFIDAVIT - (Fully Executed)	<input type="checkbox"/> COMMITMENT REVIEW
<input type="checkbox"/> JUDGMENT AFFIDAVIT	<input type="checkbox"/> HIGH LIABILITY (OVER LIMITS) APPROVAL
<input type="checkbox"/> NOTICE OF AVAILABILITY OF TITLE INSURANCE - (Fully Executed)	<input type="checkbox"/> CHOICE OF TENANCY (if new Deed required)
<input type="checkbox"/> AfBA NOTICE / DISCLOSURE	<input type="checkbox"/> ENTITY DOCS, TRUST AGREEMENT, DEATH CERT., DIVORCE DECREE (if needed)
<input type="checkbox"/> VIRGINIA R-5	<input type="checkbox"/> ESCROW AGREEMENT (if needed)
<input type="checkbox"/> ORT PRIVACY NOTICE	<input type="checkbox"/> ALTA / CD - ACKNOWLEDGMENT OF RECEIPT
<input type="checkbox"/> DISBURSMENT FORM	<input type="checkbox"/> TITLE BRING TO DATE / JUDGMENTS / 2 ND PACER
	<input type="checkbox"/> RECORD DOT (and deed if necessary)
	<input type="checkbox"/> DISBURSEMENT
	<input type="checkbox"/> ORDER REQUIRE (C/S - Release) <input type="checkbox"/> RECEIVED
	<input type="checkbox"/> POLICY/ DEED/ TRUST