

PLM LOAN PROCESSING CENTER, INC.

46 N. SECOND STREET, CAMPBELL, CA 95008

PHONE 408-370-4030 FAX NO. 408-370-5484

DOCUMENT ORDER WORKSHEET

Please complete this form fully to ensure that your documents are drawn correctly. In addition to this form, we will **need** a copy of the **fully completed loan application** and a copy of the **preliminary title report**.

PLEASE CIRCLE TYPE OF DOCUMENTS:

FIXED RATE DOCUMENTS

HELOC DOCUMENTS

Borrower

Name _____

Name _____

Mailing Address after the closing of this transaction _____

Vesting : As on prelim

OR

Date Loan Application Taken: _____

Business Loan: Yes

No

Definition of a Business Loan: Business loans must pass the 51% test and driving force test. This means that at least 51% of the proceeds are being used for a business purpose and that the main reason for the loan is for the business purpose. To be an exempt business loan, the loan must finance an existing enterprise, must be the borrower's occupation, not a hobby or personal investment and the majority of the proceeds will be used to finance the business enterprise. What is NOT a business loan is a loan to buy a rental unit by a person who is not a dealer in real estate; loan where the borrower will re-lend the money to a relative to finance his or her business; loan will pay off a business loan on the borrower's home when the business is defunct – purpose is now savings home. (excerpt from a seminar given by Dennis Doss, Esq.)

Has borrower filed bankruptcy in the past 12 months? Yes or No

Has borrower ever filed bankruptcy? Yes No

Late charge days 10 15

Late charge percentage 10% 6% (if PLM is servicing rate must be 10%)
(Legal rate 10% for REB, 6% owner occupied / 10% non owner occupied on CFL/DOC)

On non-owner – Late charge percentage: monthly – same as payments balloon
payment LC

Return check minimum \$25.00 Return check maximum \$35.00

Does Loan Contain a Prepayment Penalty? _____ If yes, Term _____

In Lieu of Prepay, is loan subject to a minimum charge? _____

If yes, what is the minimum charge? _____

Will this loan be assumable? _____

Name of Trustee (3rd party) PLM LENDER SERVICES, INC. OR: _____

Appraisal Information

Property #1

Property Address: _____

Appraised Value _____ Broker Value _____

Type: SFR _____ Duplex _____ Tri-Plex _____ Other (TYPE) _____

Sq. Feet _____ Age _____ Owner Occupied? _____ Construction Type _____

Appraiser _____ Company _____

Address _____ Phone# _____

Appraisal Date _____

Broker/Appraiser Relationship _____

Property #2

Property Address: _____

Appraised Value _____ Broker Value _____

Type: SFR _____ Duplex _____ Tri-Plex _____ Other (TYPE) _____

Sq. Feet _____ Age _____ Owner Occupied? _____ Construction Type _____

Appraiser _____ Company _____

Address _____ Phone# _____

_____ Appraisal Date _____

Broker/Appraiser Relationship _____

Mortgage Information

During the last 12 months have any mortgage payments been over 60 days late? _____

How many payments were/are more than 60 days late? _____

Do any of these payments remain unpaid? _____

Will proceeds cure the delinquency? _____

If not, source of funds to cure delinquency? _____

Client Information

CIRCLE ONE: REAL ESTATE BROKER CFL

Company - NAME MUST MATCH DRE/DOC INFORMATION EXACTLY

Address _____

Phone# _____

Fax# _____

DRE OR CFL License Number - PLEASE CIRCLE TYPE

Company Representative for Borrower Disclosures:

Name – NAME MUST MATCH DRE INFORMATION EXACTLY

_____ DRE# _____

Company Representative for Lender Disclosures:

Name – NAME MUST MATCH DRE INFORMATION EXACTLY

_____ DRE# _____

Servicing Company

Company - NAME MUST MATCH DRE INFORMATION EXACTLY (IF MULTI-LENDER, A LICENSED SERVICER MUST BE NAMED)

Address _____

Phone# _____

Are there any servicing arrangements?	Yes or No
Will another person service the loan?	Yes or No
Broker is the servicing agent?	Yes or No
Copy of the servicing contract is attached?	Yes or No

Cost to Lender for Servicing

Percent _____ Per _____ Month _____ Year _____ other _____

Late charge split between broker / _____ % and lender / _____ %

Prepay split between broker / _____ % and lender / _____ %

Agreement with PLM for service fee sharing? Yes No

Brokers Capacity in this Transaction

A. Agent is arranging a loan on behalf of another	Yes or No
B. Principal as a borrower of funds	Yes or No
C. Funding a portion of this loan	Yes or No

If more than one capacity has been checked, explain:

If "B" has been checked, broker intends to use funds borrowed for:

If broker not servicing agent, what is relationship of broker to servicer? _____

Broker acting as Agent for Borrower and Lender	Yes or No
Broker acting as Agent for Lender only	Yes or No
Broker acting as Principal only	Yes or No

Escrow Information

Title Insurance Policy Type _____ Policy Amount _____

Title Insurance Special Endorsements _____

Payment and Loan Data

Loan Amount _____ Interest Rate _____

Property #1

Loan Position () 1st () 2nd () 3rd () Owner Occupied () Non- owner occupied

Property #2

Loan Position () 1st () 2nd () 3rd () Owner Occupied () Non- owner occupied

Number of payments per period (e.g. Monthly = 12) _____

Number of total payments in periods (INCLUDING Balloon) _____

Number of Prepaid Payments Collected in Advance _____

Loan Type

circle one: Int. Only Partially Amortized Fully Amortized

Amount of Regular Payment _____

Estimated Funding Date _____

Date of First Payment _____

Is this loan funded by "Broker Controlled Funds"?	Y N M
Section 32	Yes or No
AB 489	Yes or No
Regulated by City Ordinance	Yes or No

Construction Information (order includes request for construction documents)

Name of Architect: _____

Address of Architect: _____

Contract Date with Architect: _____

Name of Builder: _____

Address of Builder: _____

Contract Date with Builder: _____

Estimated Date of Commencement of Construction: _____

Lender Name(s) and Vesting(s)

(Ex: John Michael, a married man as his sole and separate property,
REMEMBER THAT A TRUST MUST HAVE A TRUSTEE!)

Name _____

\$ or % of loan _____

Address _____

Name _____

\$ or % of loan _____

Address _____

Name _____

\$ or % of loan _____

Address _____

Name _____

\$ or % of loan _____

Address _____

Name _____

\$ or % of loan _____

Address _____

HELOC DOCUMENT INFORMATION

Loan Amount as stated above: _____

High Credit Available (This may be higher than loan amount): _____

Initial draw (more than 80% is not recommended): _____

Draw fee (2%, 5%, 10%, etc): _____

Maximum draws per month: _____

Minimum draw amount: _____

Other loan terms offered under a fixed rate: Prepayment penalty product: Dollar Amount _____, commission amount _____, term _____, costs _____ interest rate _____

Non-prepayment penalty product: Dollar Amount _____, commission amount _____, term _____, costs _____ interest rate _____

Deductions from Loan Proceeds

	<u>Broker</u>	<u>Other</u>	<u>If to other, to whom:</u>
Appraisal fee	\$	\$	
Escrow fee	\$	\$	
Title Insurance Policy	\$	\$	
Notary fees	\$	\$	
Recording fees	\$	\$	
Credit Investigation	\$	\$	
Document Preparation	\$	\$	
Loan Origination Fee	\$	\$	
Loan Processing Fee	\$	\$	
Underwriting Fee	\$	\$	
Courier Fee	\$	\$	
Wire Fee	\$	\$	
Lender Fee	\$	\$	
	\$	\$	
	\$	\$	

*** Loan Origination Fee*** - Please remember that if you are paying another broker a fee, they must have completed 6 of the 13 designated activities of a loan broker

in order to qualify for the fee. It would be prudent to have this documentation listed in each file.

Estimated Payments out of Loan Principal

	<u>Broker</u>	<u>Other if to other, to whom</u>
Fire/ other insurance premiums	\$ _____	\$ _____
Credit life/ disability premiums	\$ _____	\$ _____
Beneficiary Statement fees	\$ _____	\$ _____
Reconveyance or similar fees	\$ _____	\$ _____
Payoff of existing 1 st mtg.	\$ _____	\$ _____
Payoff of existing 2 nd mtg.	\$ _____	\$ _____
Pay down of existing mtg.	\$ _____	\$ _____
Payment of county tax installments	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____

Property #1

	Int. Rate%	Mat. Date	Balloon Amt	Pmt Amount
Balance on remaining 1 st mtg. \$ _____	\$ _____	_____	_____	_____
Balance on remaining 2 nd mtg. \$ _____	\$ _____	_____	_____	_____
Balance on NEW 1 st mtg (if concurrent recording) . \$ _____	\$ _____	_____	_____	_____

Property #2

	Int. Rate%	Mat. Date	Balloon Amt	Pmt Amount
Balance on remaining 1 st mtg. \$ _____	\$ _____	_____	_____	_____
Balance on remaining 2 nd mtg. \$ _____	\$ _____	_____	_____	_____
Balance on NEW 1 st mtg (if concurrent recording) . \$ _____	\$ _____	_____	_____	_____

Special Loan Instructions (i.e. subordinating liens, liens already paid off, new senior deed of trust recording concurrently, new subordinate deed of trust recording, etc.) _____

Service Fees/Information/Terms

- () Full Set of **Borrower** Documents only **\$300**
- () Full Set of **Lender** Documents only **\$300**
- () Full Set of **Borrower & Lender Documents** **\$450**
- () Redraw charge **\$250 plus costs**
- () Include **Construction Documents** **\$250**
- () **HELOC Documents –Borrower and Lender \$700** (if you have a license with Dennis Doss, these documents are \$450.00)

ARBITRATION AGREEMENT PLEASE INCLUDE DO NOT INCLUDE
If you do not circle one of the above, an arbitration agreement will be sent automatically.

Additional Charges

More than one property - **\$50.00** for each additional property
If multi-lender and multi properties, please add additional **\$100** charge.
If more than 5 sets of lender documents are being prepared, please add additional **\$15.00** charge per additional lender (\$50.00 minimum)
If more than 1 overnight package is requested (one to title and one for broker, for example), please add additional **\$15.00** charge per address.

How do you want delivery of documents? PLEASE BE SURE E-MAIL ADDRESSES ARE FILLED OUT COMPLETELY.

- Overnight borrower documents
to: _____
- Overnight lender documents
to: _____
- E-mail borrower documents
to: _____
- E-mail lender documents
to: _____
- Call broker for pickup of Borrower documents (_____)
Phone#
- Call broker for pickup of Lender documents (_____)
Phone#

Please select the service you are ordering and attach a copy of the Loan Application and Preliminary Title Report. All fees are due in advance unless prior arrangements are made. Should PLM allow fees to be paid at a later date, payment shall be made within ten days of billing. PLM fee is due and payable regardless of whether the transaction is or is not consummated. PLM Loan Processing Center, Inc. reserves the right to refuse service on any order that does not meet the ethical and legal standards as established by the Department of Real Estate or Department of Corporations.

Additionally, the undersigned hereby warrants to PLM Loan Processing Center that he/she is, has, and will act in accordance with federal, state and city legislation. The undersigned warrants that all required tests for compliance have been met as well as terms of compliance.

Broker/Beneficiary/Undersigned hereby indemnifies PLM from any and all liability, including reasonable attorney's fees and costs incurred in defending a legal action naming PLM as a defendant, which might arise during the course of or subsequent to PLM's preparation of documents.

PLM Loan Processing Center, Inc. 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, calculations, and content.

Any changes made verbally or via fax once the original document order request has been received by PLM and input into the system is subject to a re-draw fee.

The undersigned hereby acknowledges that this is an order for service, and agrees to the terms as described above.

BROKER or AGENT'S SIGNATURE

DATE

PRINT NAME AND TITLE

CELL PHONE NUMBER: _____

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lizdocs\Loanprocessingdoc
aapl\loan docs\document order form