



# Closing Doc Request Form

Southwest Operations Center  
7250 North 16th Street Suite 310  
Phoenix, Arizona 85020

Phone: 602-345-2300  
Fax: 602-345-2379  
Email Doc Requests to:  
[phoconditions@pcmloan.com](mailto:phoconditions@pcmloan.com)

PCM Loan Number: \_\_\_\_\_

### BROKER INFORMATION:

Broker Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### BORROWER INFORMATION:

Borrower's Name (as to be shown on docs): \_\_\_\_\_  
Co-Borrower's Name (as to be shown on docs): \_\_\_\_\_  
Additional Borrowers' Name: \_\_\_\_\_  
Title Only Borrower: \_\_\_\_\_

### LOAN TERMS:

Loan Amount: \$ \_\_\_\_\_ Interest Rate: \_\_\_\_\_ % Purchase Price: \$ \_\_\_\_\_  
Loan Program (Code): \_\_\_\_\_ Lock Expiration Date: \_\_\_\_\_ Locked YSP: \_\_\_\_\_  
Impounds?: Yes No

### ESCROW COMPANY:

Title Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### FEES:

Fees - All fees listed on this doc request form MUST match your GFE or you must redisclose to your Borrower.  
Documents cannot be drawn until 24 hours after final GFE is issued

<u>Broker Compensation</u>	<u>Amount</u>	<u>Pinnacle Capital Mortgage Fees:</u>
*Origination Fee EXCLUDING YSP Portion:	_____	*PCM Administrative Fee: \$875.00 (or \$695 Streamlines)
*Broker Portion of YSP:	_____	PCM Appraisal Review Fee: \$0.00
*Processing Fee:	_____	Additional Appraisal Fees to PCM: _____
*Other 'Block One' GFE Fees:	_____	*Discount Points due to PCM: _____
_____	_____	<b>Total PCM Fees:</b> _____
Credit Report Fee Due:	_____	<b>Signing Date:</b> _____
Credit Report Fee POC:	_____	<b>First Payment Date:</b> _____
Appraisal Fee Due:	_____	
Appraisal Fee POC:	_____	
Inspection Fee Due:	_____	
Inspection Fee POC:	_____	
Other (Non Block One) Fees:	_____	
_____	_____	<b>Will a Power of Attorney be used?:</b> YES NO
_____	_____	<i>If yes, provide a fully executed Power of Attorney. PCM approval must be obtained prior to docs.</i>
<b>Total Broker Compensation:</b>	_____	

\* Fees can not exceed Block 1 and Block 2 of GFE.

\*Broker will credit the Borrower for: all or up to \$\_\_\_\_\_ of NRCCs, Prepaids, Other specific fees.  
\* Not YSP credit - this will reduce broker compensation

Seller will credit the Borrower for: all or up to \$\_\_\_\_\_ of NRCCs, Prepaids, Other specific fees.

I hereby certify that all of the documents provided are true and correct copies of the originals and that no upfront fees were collected until all of the MDIA/RESPA requirements were met.

Broker's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_