

<b>Type of Loan Request</b>			
<input type="checkbox"/> New Request	<input type="checkbox"/> Renewal	<input type="checkbox"/> CIT	<input type="checkbox"/> Other _____

**DOCUMENT PREPARATION REQUEST**

**Is CUMBI Servicing this loan? Yes  or No  (check one)**

**Loan Details:**

Credit Union:		Loan No:		Loan Officer:		LO Title:			
Existing Borrower: <input type="checkbox"/> Yes <input type="checkbox"/> No			Borrower Name:			Member Business Ln?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Loan Type:		Closing Date:		Time of Closing:		Ln Amount: \$		Pymt Due Day:	
1 <sup>st</sup> Payment:		Maturity Date:		Payment Frequency:			Term:		Amort:
Interest Calc: <b>Select One</b>			Payment Type:		Payment Amount: \$			Initial Rate: %	
<input type="checkbox"/> Fixed <input type="checkbox"/> Adjustable		Index: <b>Select One</b>			Margin:		Floor:		Ceiling:
		If Other:							
Change Frequency: <b>Select One</b>			1 <sup>st</sup> Change Date:		If rate changes, change payment: <b>Select One</b>				
Prepayment: <b>Select One</b>		Grace Days:		Late Charge: %		Billing Method: <b>ACH</b> (Attach form for ACH)			
Purpose Description:									
Comments:									
<b>Is this a Line of Credit? If yes, how much will be disbursed at closing? \$ _____</b>									

**Fees:**

<input type="checkbox"/> Accrued Interest Payable To:			<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Appraisal Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Environmental Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Flood Search Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> UCC Search Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> UCC Filing Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Credit Report Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Origination Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Underwriting Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Doc Prep Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Title Policy/Search Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Recording Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Vehicle Lien Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Mortgage Registration Tax Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Payable To:	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:

<b>DSCR</b> <input type="checkbox"/> Y _____ <input type="checkbox"/> N
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<b>CUMBI Use Only</b>	<input type="checkbox"/> Reviewed w/ changes	<input type="checkbox"/> Reviewed w/ NO changes
Questions:		
Laser Pro #: _____		
Drafted By: _____		
Reviewed by _____		
Date _____		

**Real Estate Collateral Details:**

Collateral #:	Type: <b>Select One</b>	Street Address:	City:
State:	Zip:	County:	Lien Position:
File UCC? <input type="checkbox"/> Yes <input type="checkbox"/> No		Select One	
RE Type:	Owner:	# Units:	# Buildings:
Flood Cert ID:		Determination Date:	
Flood Ins Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Parcels:	Parcel ID:	Property Taxes Paid Through:
Escrow: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach escrow form if "Yes")			
Hazard Insurance Amt: \$	Insurance Agent information:		

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Collateral #:	Type: <b>Select One</b>	Street Address:	City:
State:	Zip:	County:	Lien Position:
File UCC? <input type="checkbox"/> Yes <input type="checkbox"/> No		Select One	
RE Type:	Owner:	# Units:	# Buildings:
Flood Cert ID:		Determination Date:	
Flood Ins Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Parcels:	Parcel ID:	Property Taxes Paid Through:
Escrow: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach escrow form if "Yes")			
Hazard Insurance Amt: \$	Insurance Agent information:		

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Collateral #:	Type: <b>Select One</b>	Street Address:	City:
State:	Zip:	County:	Lien Position:
File UCC? <input type="checkbox"/> Yes <input type="checkbox"/> No		Select One	
RE Type:	Owner:	# Units:	# Buildings:
Flood Cert ID:		Determination Date:	
Flood Ins Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Parcels:	Parcel ID:	Property Taxes Paid Through:
Escrow: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach escrow form if "Yes")			
Hazard Insurance Amt: \$	Insurance Agent information:		

**Vehicle/Equipment/GBSA Collateral Details:**

Collateral #:	Type: <b>Select One</b>	Valuation Source:	File UCC? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Select One	
Year:	Make:	Model:	VIN/Serial #:
Hazard Insurance Amt: \$	Insurance Agent information:	Comments:	

**Vehicle/Equipment/GBSA Collateral Details:**

Collateral #:	Type: <b>Select One</b>	Valuation Source:	File UCC? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Select One	
Year:	Make:	Model:	VIN/Serial #:
Hazard Insurance Amt: \$	Insurance Agent information:	Comments:	

**Vehicle/Equipment/GBSA Collateral Details:**

Collateral #:	Type: <b>Select One</b>	Valuation Source:	File UCC? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Select One	
Year:	Make:	Model:	VIN/Serial #:
Hazard Insurance Amt: \$	Insurance Agent information:	Comments:	

**Attach additional collateral information via Addendum**

Comments:

**Borrowers:**

(If the Borrower/Guarantor is in WI, please provide the spouses name, address, birthdate and social security # in the comments section. It only needs to be provided if the Spouse will not be a Borrower/Guarantor on the loan)

Borrower 1:		TIN or EIN:	
Borrower Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust			
Street Address:	Mailing Address:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	

Borrower 2:		TIN or EIN:	
Borrower Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust			
Street Address:	Mailing Address:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	

Comments:

**Guarantors:**

(If the Borrower/Guarantor is in WI, please provide the spouses name, address, birthdate and social security # in the comments section. It only needs to be provided if the Spouse will not be a Borrower/Guarantor on the loan)

Guarantor 1:		TIN or EIN:	
Guarantor Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust			
Street Address:	Mailing Address:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	

Guarantor 2:		TIN or EIN:	
Guarantor Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust			
Street Address:	Mailing Address:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	

Guarantor 3:		TIN or EIN:	
Guarantor Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust			
Street Address:	Mailing Address:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	
Authorized Signer Name:	Title:	<input type="checkbox"/> Signing documents?	

**Attach additional Borrower/Guarantor information via Addendum**

Comments:

**Financial Reporting Requirements:**

Borrower #:	Type: Select One	Frequency:	Due (# days after stmt date):
Borrower #:	Type: Select One	Frequency:	Due (# days after stmt date):
Borrower #:	Type: Select One	Frequency:	Due (# days after stmt date):
Borrower #:	Type: Select One	Frequency:	Due (# days after stmt date):
Borrower #:	Type: Select One	Frequency:	Due (# days after stmt date):
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Borrower #:	Type: Select One	Frequency:	Due (# days after stmt date):
Borrower #:	Type: Select One	Frequency:	Due (# days after stmt date):

Guarantor #:	Type: Select One	Frequency:	Due (# days after stmt date):
Guarantor #:	Type: Select One	Frequency:	Due (# days after stmt date):
Guarantor #:	Type: Select One	Frequency:	Due (# days after stmt date):
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Guarantor #:	Type: Select One	Frequency:	Due (# days after stmt date):
Guarantor #:	Type: Select One	Frequency:	Due (# days after stmt date):
Guarantor #:	Type: Select One	Frequency:	Due (# days after stmt date):

Comments:

**Questions:**

1. **Where is the loan closing?:**  At Credit Union  At Title Company  At Attorney's Office  
 At CU Member Business, Inc  At Other:

2. **Name of Closing Agent?:** At Credit Union: \_\_\_\_\_ At Title Company: \_\_\_\_\_ At Attorney: \_\_\_\_\_  
At CU Member Business, Inc.: \_\_\_\_\_ At Other: \_\_\_\_\_

3. **Who is responsible for recording of applicable closing documents?:**  
 Credit Union  Title Company  Attorney's Office  CU Member Business, Inc  Other:

Exceptions (i.e. Secretary of State UCC Filing?):

**Additional Documents to Provide (if available):**

- 1. Title Commitment/Owners & Encumbrance Report**
- 2. Proof of VIN (via Purchase Agreement or Title)**
- 3. Flood Certificate**
- 4. Corporate Documents**
- 5. Trust Documents**