



CD & DOC ORDER FORM

COMPLETE THIS FORM IN ITS ENTIRETY TO ENSURE CLOSING DOCUMENTS ARE DELIVERED ON TIME.

Today's Date:		IBC Loan Number:	
Borrower Name(s):			
Closing Date:	Closing Time:	Funding Date:	
2 nd Lien Amt: \$	1 st Lien Amt: \$	Sales Price (if applicable): \$	
Property Type:	Single Family Residence	PUD	Condo
Loan Purpose:	Purchase	Refinance	Refi of Home Equity
1 st Lien Lender Name*:	1 st Lien Closer Email:		Construction to Perm
<i>*Beneficiary (Lender) on 1st Lien Note (Do Not list Trustee Info here. This is usually the Lender's name and/or DBA name)</i>			
How Borrower(s) Name(s) will read on documents:			
Mail Out?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	If Yes, please indicate recipient:
Buyer:	Seller:		
Non-Purchasing Spouse (NPS)?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	NPS Name as it will appear on 1 st Lien Deed of Trust:
NPS Email:			
Power of Attorney? (Must be reviewed and approved before documents can be drawn):			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Trust? (Must be reviewed and approved before documents can be drawn):			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Short-Pay/Interest Credit? (If funding in the first five days of the month):			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
VERY IMPORTANT INFORMATION FOR CD AND CLOSING:			
Title Co Name:	Title Co Address: City, State, Zip		
Title Co License No:	Escrow Officer Name:		
Escrow Off License No:	Escrow Officer Phone No:		
Escrow Off Email:	Title Escrow Off Assistant:		
Title Escrow Asst Email:	Phone:	Title Add'l Contact	
Title Add'l Email:	Phone:	Title Other:	
Email Address to send Documents:			
Seller Name(s):	Seller(s) Address: City, State, Zip		
Real Estate Broker (Buyer):		Real Estate Broker (Seller):	
Company Name:	Company Name:		
Company License No:	Company License No:		
Address: City, State, Zip	Address: City, State, Zip		
Real Estate Agent Name:	Real Estate Agent Name:		
Agent License No:	Agent License No:		
Agent Email:	Agent Email:		
Agent Phone No:	Agent Phone No:		

Warranty Deed Information -

Our name should read: International Bank of Commerce
Trustee - Robert B. Barnes.

Loss Payee Clause:

International Bank of Commerce, ISAOA
Attn: Mortgage Servicing
8998 Research Blvd. Austin, TX 78758

IF ANY LOAN INFORMATION CHANGES, PLEASE NOTIFY US IMMEDIATELY TO PREVENT CLOSING/FUNDING DELAYS!