

CLOSING DISCLOSURE REQUEST PROCESS

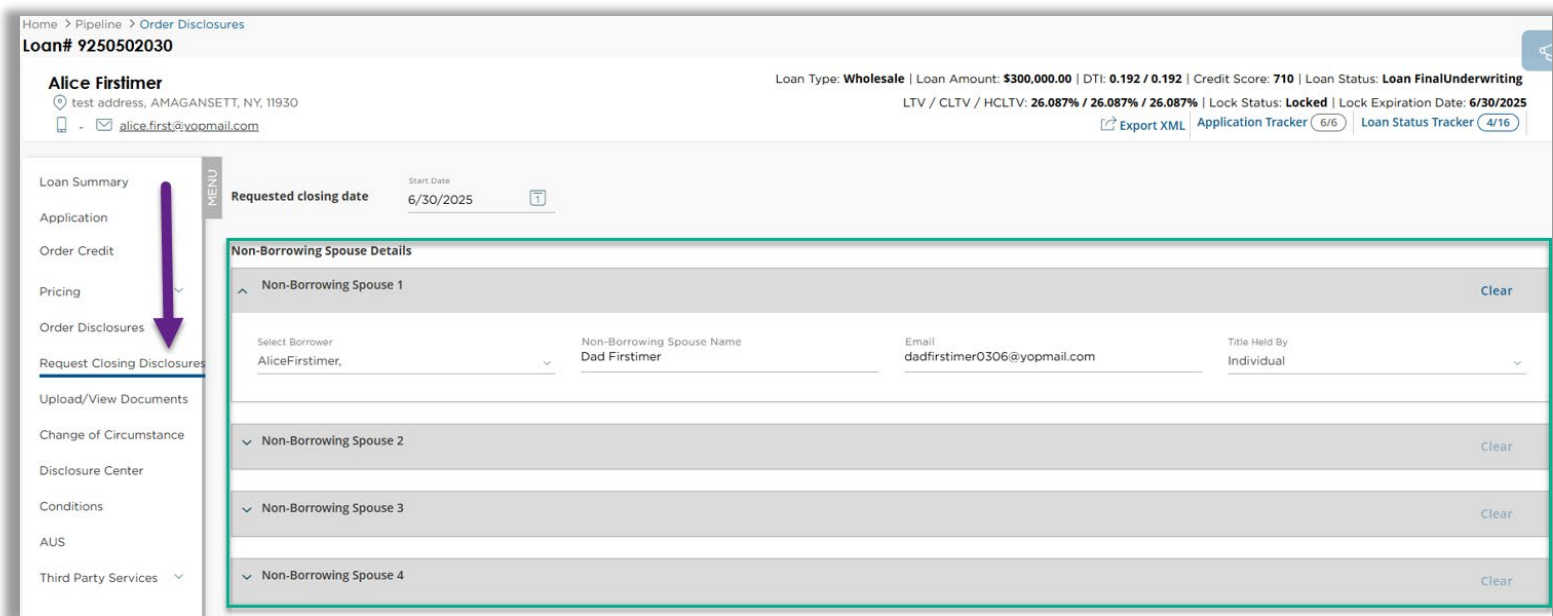
OVERVIEW

This guide outlines the steps necessary to request the initial Closing Disclosure in SPARC. In SPARC, **Request Closing Disclosure** will be unavailable until the following are completed:

- Loan status is **Approved, Clear to Close, Conditions Review, Final Underwriting, or Pre-Doc QC**
- **Initial Approval Date** is populated in MLM
- **Final Hazard Insurance Policy** or Binder is Received
- **Title** Received
- **Appraisal** is received

SPARC REQUEST PROCESS

1. Click on **Request Closing Disclosure**
2. Add any necessary **Non-Borrowing Spouse Details**, if applicable



Home > Pipeline > Order Disclosures

Loan# 9250502030

Alice Firstimer
test address, AMAGANSETT, NY, 11930
alice.first@yopmail.com

Loan Type: Wholesale | Loan Amount: \$300,000.00 | DTI: 0.192 / 0.192 | Credit Score: 710 | Loan Status: Loan FinalUnderwriting
LTV / CLTV / HCLTV: 26.087% / 26.087% / 26.087% | Lock Status: Locked | Lock Expiration Date: 6/30/2025
Export XML Application Tracker 6/6 Loan Status Tracker 4/16

Requested closing date 6/30/2025

Non-Borrowing Spouse Details

Non-Borrowing Spouse 1 Clear

Select Borrower AliceFirstimer, Non-Borrowing Spouse Name Dad Firstimer Email dadfirstimer0306@yopmail.com Title Held By Individual

Non-Borrowing Spouse 2 Clear

Non-Borrowing Spouse 3 Clear

Non-Borrowing Spouse 4 Clear

3. Title Settlement Providers will automatically populate **within the form**

- Broker to validate the information is accurate - all boxes are editable to update or add new as needed

Title settlement providers			
	Settlement Agent Information	Real Estate broker (Buyer) Purchase only	Real Estate broker (Seller) Purchase only
Company Name	Test Settlement Agent	Buyer Agent	Seller Agent
Address	101 Esat Ave Medford, NJ 08054		
Contact Email	settlement@email.com	Buy@Agent.com	
Phone Number	(564) 874-6464	(374) 331-4535	(454) 121-3121
NMLS ID	534312.314	111323154	010.1011
State License #	141013	1241321	124114
Contact Name	Mary Smith	Jo Peter	William Brown
Contact NMLS ID	544164614	543413134	3131658452
Contact State Lic#	131354154	31345331	32114525

4. Review **Minimum Requirements** and click **Request Closing Disclosure** finalize the process

- All required fields must be populated prior to submitting Request Closing Disclosure.

Requests received after 2 p.m. local time will be considered received the following business day. CDs will be generated and electronically delivered based on the SLAs at the time of the CD request. You must allow a minimum of four (4) business days prior to closing for a final CD to be prepared and electronically delivered to the borrower if this form is received by 2 p.m. local time or five (5) days if received after 2 p.m. local time. (Mail-Aways require four (4) extra business days in all cases.)

At a minimum, ALL documents & requirements listed in this section must be satisfied for the CD to be created.

<input type="checkbox"/> The file is in Approved or Clear-to-Close status	<input type="checkbox"/> The rate must be locked and have at least 5 days remaining for purchase money or 8 days remaining for refinances.
<input type="checkbox"/> Appraisal and any re-inspections received; all appraisal and inspection invoice(s) are uploaded. Please be clear whether broker or borrower paid for the appraisal(s).	<input type="checkbox"/> Current payoff statement is uploaded
<input type="checkbox"/> Preliminary title received	<input type="checkbox"/> Settlement agent contact is provided and we have confirmed the wire instructions
<input type="checkbox"/> All tax information is in and uploaded	<input type="checkbox"/> HOI and other property insurance (flood, wind, etc.) invoices are uploaded
<input type="checkbox"/> If using 3rd party processor, processor must have been previously approved and invoice is uploaded	<input type="checkbox"/> Credit Invoice and all other fee invoices have been uploaded to the system