

LOAN SIGNING PLANNER

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Loan Signing Prep Sheet

Signing Type _____ Signing Company _____

CONTACT INFORMATION

Name of Borrower: _____ Second Borrower: _____

Contact Number: _____ Signing Date: _____ Time: _____

☐ Called ☐ Confirmed ☐ VM Agency Contact: _____

Address of Signing Location: _____

☐ EDocs Retrieved? Date Retrieved: _____ Number of Pages: LTR _____ LGL _____

Printed? ☐ Borrower Copy Printed? ☐

INK COLOR | Blk | Blue - **Patriot Act?** _____ **Two Right to Cancel Forms?** ☐

DOCUMENT INFORMATION

Recission Period Ends: _____ Number of documents to be notarized? _____

Number of Signatures to be Notarized? _____ Notary Book Entries Pre-Filled? _____

SCANBACKS [Y] [N] - FAXBACKS [Y] [N]

SPECIAL INSTRUCTIONS

BORROWER PKG	AGENCY PKG
__ Documents __ Card __ Thank You	__ Documents __ Card __ Thank You

OTHER

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