



Mid America CD and Closing Docs request list:

To request a CD, you will need to initiate that process.

You do so by emailing your Inside Account Manager a CD Packet.

That consists of the following:

1. The CD Request form
2. Title company CD for final figures (your title company will provide upon request)
3. Any/all 3rd party invoices for 3rd party fees showing on the CD

We will take this packet and review the file for CD readiness. We will check for the following:

1. Loan must be approved
2. Appraisal must be signed off
3. HOI/CPL/Title/Wire instructions must be in the file
4. The loan must be locked through the funding date requested
5. The title company must be approved (see below for additional instruction)

IMPORTANT!!! - You must have the Title Company Branch approved so do this as early as possible!

Title Company Approval:

All title company branch offices must be approved with Mid America Mortgage before a CD can be requested.

If you would like us to check to see if a title company is approved, please email your Inside Account Manager the Title company name and address, and we can look that up.

If the title company is NOT approved, the following will need to be emailed to me so we can initiate the title company approval process:

1. CPL (can be a "dummy" CPL if we don't have a specific loan for the title co you are looking to get approved)
2. Wire Instructions specific to that title company branch
3. Title Company E/O Insurance
4. Title company branch office contact name/email address/phone & fax numbers

With this information, I will request the title company approval. **This is a 3 -4 business day turn time.** Please request any title approvals early, as there is not a rush process for this.