



8998 Research Blvd.
 Austin, TX 78758
 Ph (800) 868-8998 or (512) 346-8892
 Fx (800) 330-4518

Order Form for Documents - Purchase Money Seconds/Refinance

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

Attention (IBC First Equity Loan Processor):						Date:	
Filled out by:				Company:			
Phone # :			E-mail:				
1st Lien Closer Name:			E-mail:				
Borrower(s) Name(s):							
2nd Lien Loan Amount:			Closing Date:		Time:	Funding Date:	
1st Lien Loan Amount:				Sales Price (If Applicable):			
Property Type:	<input type="checkbox"/> SFR	<input type="checkbox"/> PUD	<input type="checkbox"/> Condo	<input type="checkbox"/> Townhouse			
*Beneficiary (Lender) on 1st Lien Note (Do not list Trustee Info here. This is usually the Lender's name and/or DBA name).							
1st Lien Lender Name*:							
How Borrower(s) Name(s) will read on documents:							
Mail Out?		<input type="checkbox"/> No	If Yes, please indicate recipient:			<input type="checkbox"/> Buyer	<input type="checkbox"/> Seller
Non Purchasing Spouse (NPS)? (List name as it will appear on 1st Lien Deed of Trust):						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non Purchasing Spouse E-mail: (To close within 3 days, must have NPS E-mail address to send Closing Disclosure electronically.)							
Power of Attorney ? (Must be reviewed and approved before documents can be drawn):						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Trust? Is the loan closing in the name of a Trust? (Must be reviewed and approved before documents can be drawn):						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Short-Pay? If funding in the 1st Five Days of the Month, will loan have a short-pay (Interest Credit)?						<input type="checkbox"/> Yes	<input type="checkbox"/> No

*** If any loan information changes, please notify us immediately to prevent closing/funding delays!**

WARRANTY DEED INFORMATION/LOSS PAYEE CLAUSE

Our name should read: International Bank of Commerce- Trustee: Robert B. Barnes
 International Bank of Commerce, ISAOA, P.O. Box 866, McAllen, Texas 78505

VERY IMPORTANT INFORMATION FOR CLOSING

Title Company Name & Address:		
Escrow Officer:	Email:	Phone:
Assistant:	Email:	Phone:
Add'l Contact:	Email:	Phone:
Email Address to Send Documents:		