



338 W. Lexington Ave Suite 104, El Cajon, CA 92020 TEL. (619) 593-6700 FAX (619) 593-1534

**REFINANCE ESCROW OPENING SHEET**

**Escrow Rep is:** Matt Dart

**Loan Broker Information:**

Name:  Company:

Address:

Phone:  Fax:  Cell:

Email:

Processor:  Processor Phone:

Processor Email:

**Loan Type:** CONVENTIONAL  FHA  VA  SECOND

**New Loan Amount:**  **Close of Escrow:**

**Title Company:**  **Title Rep:**

**Property Address:**

**Borrower #1**

**Borrower #2**

Name:

Name:

SS#:

SS#:

Mailing Address:

Mailing Address:

Day Phone:

Day Phone:

Cell Phone:

Cell Phone:

Email:

Email:

Manner in which Title will be held (if known, trust?):

Name(s) to be added/removed from Title:

Existing Loans to be paid through escrow:

1<sup>st</sup> Payoff Lender:  Loan #:

Loan Type: Conventional  FHA  VA

2<sup>nd</sup> Payoff Lender:  Loan #:

Loan Type: Conventional  FHA  VA

Subordinating? Yes  No  Is Escrow Preparing Subordination? Yes  No

Are we paying Bills through Escrow? Yes  No   
If YES, please provide current statements with LEGIBLE addresses for Payment and Account Numbers.

Is the Loan Broker paying any costs for the Borrower? Yes  No

If Yes, explain

Please provide the following information along with this opening sheet

- Declaration Page of Insurance Policy with phone and fax numbers
- Copy of Current Mortgage Statement(s) for all payoffs
- Authorization to Release Information
- Subordination Requirements ASAP ! \*\*Subordinating Lenders can take up to 15 days to provide subordination!!!!

Because Privacy Is A Thing We Care About!  
**Please send us this information in a secure manner.**