

Papertrail Processing, Inc.

Required In-take

Send all new Loans to: team@papertrailprocessing.com

Complete Property Address (matching public records)						
Contact Information						
A) Escrow / Closing Agent Information						
Purchase Only - Close of Escrow Date						
Title / Escrow already open ☐ Yes ☐ No						
Escrow Co. Name				Officer Name		
Phone				Email		
(If none listed, Leslie Scherer at La Mesa Fund Control and Escrow / Lawyers Title in San Diego will be used in refinances)						
B) Borrower Information						
Name		Email		Cell Phone		
Name		Email		Cell Phone		
Occupying or Non-Occupying Co-Applicant						
Name		Email		Cell Phone		
Non-Borrowing Person(s) = anyone who will on the title only (required for CD)						
Name				Email		
Buyer's Agent Contact Information						
Name		Email		Cell Phone		
Listing Agent Contact Information						
Name		Email		Cell Phone		
Loan Information						
Lender Name						
Program Code						
				(need actual program code if lender has one / otherwise enter a good description so we register your loan on the correct program)		
Loan is Already Locked						
☐ Yes ☐ No				(if locked, must provide copy of lock confirmation and disclosures must match how it was locked)		
Interest Rate %		Loan Terms (years)		Loan Amount \$		Estimated Value \$
						Sales Price \$
Lender Paid/Borrower Paid			Comp %		Flat Fee	
Loan Program						
☐ Fixed	☐ ARM	ARM Type	Caps	Margin	Index Type	Index Value
Interest Only						
☐ Yes ☐ No				Interest Only Terms (years)		
Occupancy						
☐ Owner Occupied	☐ Non-owner Occupied	☐ Second Home				
Property Type						
☐ SFR	☐ Condo	☐ PUD	☐ Attached	☐ Detached	☐ 2-4 Unit	

Loan Purpose			
☐ Cash out	☐ Rate & Term	☐ Purchase	☐ Gov Streamline
Loan Type			
Conv	☐ Financed MI	☐ Full Doc	☐ Non QM Explain Doc Type ☐ Other:
FHA	Financed Upfront MI ☐ Yes ☐ No	☐ Full Doc	☐ Streamline
VA	Finance ☐ Yes ☐ No	Exempt ☐ Yes ☐ No	FF % ☐ Full Doc ☐ IRRL
Spouse Name Required if Not on Loan		SSN	Date of Birth Email
Concurrent New 2nd Lien			
☐ Yes ☐ No		Loan Amount \$ Terms (Lender, Program, Margin/Index etc)	
Subordination Required on Existing 2nd Lien			
☐ Yes ☐ No		Modify Lien Amount \$	
Increase 1st Lien to Cover Closing Cost Fees			
☐ Yes ☐ No			
Special Instructions or Notes about the file (Any additional information that does not fit can be sent in the body of the email)			
Pricing & Fees			
☐ Fees-Out Pricing ☐ Fees-In Pricing **Fees-Out pricing shows the Lender's admin/uw fee on LE (can be charged to fees-in later). **Fees-In pricing has the Lender admin/uw fee included in pricing and does not show on LE (cannot be charged later).			
Impounds ☐ Yes ☐ No		(Impounds required on most Non QM products and all government loans)	
Property has solar? ☐ Yes ☐ No			
3rd Party Processing to be paid by the borrower if allowed by the lender? ☐ Yes ☐ No			
Processing Fee add-ons: ☐ A1: All loans in states outside of CA: \$125 ☐ A2: Subj & 4 REO's (not run through a corp or LLC): \$150 ☐ A3: Bank Statement Loan: \$100 ☐ A4: Self-Employed borrowers: \$300 ☐ A5: (Optional) Expedited Post-Closing (Tier1): \$30 ☐ A6: (Optional) Expedited Post-Closing (Tier2): \$55			