Date:

Interviewee:

Interviewer:

Contact Info for lender interviewed:

1. Will you require a Best Practices third party certification from your title company vendors?
2. How will data be exchanged on the CD from lender to title or vice versa?
	1. Fully Manual (To explain, this is similar to “today’s world”. Not the most efficient or secure method of exchanging information. This is a document push back and forth via email or fax. Title/Lender duplication of efforts. More potential for human error. Increased potential for missing timing deadlines/requirements.)
	2. Portal-Web (Lender provides portal to Title Company to go to web to upload documents. Could also have the functionality for Title Company to input title fees onto the CD. There is a cost associated with receiving orders in this manner. Some lenders are absorbing a portion of that cost.)
	3. Software Integration (This option may be similar to above but instead of Title Company going to web to get to Portal, TPS is integrated LOS through 3rd party vendor such as with Closing Insight or EllieMae/Encompass. Some lenders are absorbing a portion of that cost.)
	4. MISMO export/import option (As long as each party has this functionality. This is not the most fool proof way of exchanging data either. Once an xml file is created on either side to export if changes are made, then the data is outdated. Again more chance of human error. This would be more efficient as far as timing than plan (a) above and no duplication of data entry. There is also a concern of secure exchange of the MISMO via email)
3. If you are requiring a data exchange method such as web portal or software integration, what type of training materials are available for our associates to learn how to use this option?
4. Do you have a spreadsheet of officer NMLS numbers you can provide?
5. Are you preparing the Buyer/Borrower’s CD or both on purchase transactions? What about refinance transactions?
6. What is the timing of when you need to receive Buyer’s information to complete the CD?
7. If you are ***not*** preparing the seller’s side of the CD what form will you accept from the Title Company for the seller’s side of the transaction?
	1. Seller’s CD
	2. Seller’s ALTA Settlement Statement
	3. Both
8. If lender is preparing Seller’s side of the CD, what will be the timing requirements of when you need to receive seller’s information to complete the CD?
9. What will your closing instructions say after 10/3/15 and can a draft copy be provided before then for review?
10. Where will title fees be placed on the CD?
	1. LE gives two options “can shop” and “cannot shop”.
	2. CD gives two options “did shop” and “did not shop”.
11. What is the standard template of title fee names/descriptions being adopted by the lender for the LE and CD?

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| **Title Standard Names** | **Lender Standard Names** |
| * 1. Title-Closing/Settlement Fee
 | a. |
| * 1. Title-Title Services Fee
 | b. |
| * 1. Title-Closing Protection Letter
 | c. |
| * 1. Title-Owner’s Title Insurance
 | d. |
| * 1. Title-Lender’s Title Insurance
 | e. |
| * 1. Title-Title Exam/Search Fee
 | f. |
| * 1. Title-Deed Preparation
 | g. |
| * 1. Title-Courier/Wire
 | h. |
| * 1. Title-Tax Report
 | i. |
| * 1. Title-Doc/Processing Fee
 | j. |