



Coordinator Closing Checklist

Borrower's Name : _____ Loan type: Conv/FHA/VA/RD (circle one)

Loan # _____ Closing Date: _____

Product code: _____ Loan term: _____ Int. Rate: _____ Loan Amt: _____

- **Voe Completed**-Must be verified with HR Department
- **USPS-Zip Code** Verification in the file matches property address
- **Broker fee sheet** must be in file
- **Loan locked** (Lock covers right of recession if applicable)
- **Title Commitment** is in file and matches property address. Sch "A" proposed insured has Gateway Mortgage Group LLC, Vesting on refi must match our borrowers/co-borrower. Date of commitment less than 90 days old. 12 month chain of title/warranty deed.
- **Insured Closing Letter (CPL)** in file with correct mortgagee: Gateway Mortgage Group LLC, 6910 E 14th Street, Tulsa OK 74112
- **Wiring Instructions** must match Title Company on title commitment and show Bank name and Address
- **PMI Information and Certificate** (Conv only over 80%)
- **Tax Certificate** must match property address (Taxes could be on title commitments on any other states other than Texas)
- **Hazard Insurance** is the file coverage should be in for the loan amount or guaranteed replacement cost on dwelling, premium must be included. With **correct mortgagee clause for Gateway: Gateway Mortgage Group LLC, 6910 E 14th St. Tulsa Ok 74112**
- **Flood Certificate** is in file and matches the property address. If in flood zone insurance required.
- **Final loan Application (1003)** in file (Interests Rate & Loan Amount) 92900A's if applicable.
- **DU/ GUS** must match (loan amt, interest rate, terms, ratios, etc.
- **Assign Loan** to Coordinator
- **Upload Docs** to image flow
- **Submit file to closing.** Email appropriate parties including broker of submission, with copy of congrats letter and approval.
- **MERS** for all borrowers listed on loan
- **Change Loan Status in BOTH fields (Approval and Status and Tracking) to Ready for Docs**
- **If any of these items are unable to be completed please notate in GMOS for others to review.**