



Correspondent Purchase Checklist

Please Email Rapidtpo@openmortgage.com when you upload your closing package into the site.

Loan Number	
Name of Company	
MERS ID	
Closing Date	
Shipping Date	
Lock Expiration Date	
Email Addresses for PA to go to	<hr/> <hr/> <hr/>
Did PHM produce Closing Docs on this File? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you insure this loan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide proof of payment	
Was the file Delegated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you use contract Processing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Notes:	

- Upload closing package into file on website, use this page as a cover of your scan
- Include your wire instructions with this form
- Stacking order
 - Wire instruction for purchase
 - MERS Registry if MERS Member
 - If you insured the loan, copies of proof of payment
 - 1st payment letter
 - Copy of note
 - Allonge / Assignment
 - Mortgage
 - Escrow Disclosure
 - Initial and final CD's
 - 1003
 - Rest of closing package
- Email Rapidtpo@openmortgage.com when you have uploaded your file to website
- Overnight note, allonge, and or assignment to:

Open Mortgage, LLC
Attn: Correspondent Purchase
14101 Highway 290 W, BLDG 1300
Austin, TX 78737