

**Submitting Lender Information**

Lender Name	
Lender Best Contact Phone # or Email	
Category or Project Name (if applicable)	
Funding Source (if applicable)	

**Loan Information**

Original Loan Balance	
Current Loan Balance	
Closing Date	
Interest Rate	
First Payment Date	
Next Payment Due Date (if new loan, same as First Pmt Date)	
Interest Accrued From Date (last paid date, closing date, or other) — please enter a date	
Maturity Date	
Principal & Interest Payment	
Quoted Escrow Payment	
Total Loan Payment (PITI)	
Total Number of Grace Days	
Late Fee Amount	
Loan Type	<input type="checkbox"/> Interest Only <input type="checkbox"/> Principal Only <input type="checkbox"/> Principal & Interest
Maturity Type	<input type="checkbox"/> Balloon <input type="checkbox"/> Fully Amortized
Payment Frequency	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
Interest Method	<input type="checkbox"/> 360 <input type="checkbox"/> 365
Interest Days Method	<input type="checkbox"/> 30-day months (360-day year) <input type="checkbox"/> Actual Days (365-day year)
Is This a Wrap Loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Borrower Information**

Borrower Name (as shown on documents)	
Social Security # (SSN) or EIN #	
Date of Birth (DOB)	
Mailing Address	
Cell Phone # or Best Phone #	
Email Address	

**Co-Borrower Information**

Co-Borrower Name (as shown on documents)	
Social Security # (SSN) or EIN #	
Date of Birth (DOB)	
Mailing Address	
Cell Phone # or Best Phone #	
Email Address	

**Subject Property Information**

Property Address	
Property City, State, Zip	
Property County	
Property Tax Account Number	
Property Type	<input type="checkbox"/> Single Family <input type="checkbox"/> Multifamily <input type="checkbox"/> Commercial <input type="checkbox"/> Land <input type="checkbox"/> Other
Appraised Value	

**Escrow Information**

Does This Loan Require Escrow?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which items? (property taxes, insurance, HOA, etc.)	
Initial Escrow Deposit Amount (to be forwarded to Covey Financial)	

**Property Tax Escrow #1**

Property Tax Account Number	
Property Tax Payee Name and Address	
Property Tax Due Date(s)	
Property Tax Due Frequency	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
Last Known Property Tax Amount Due	

**Property Tax Escrow #2**

Property Tax Account Number	
Property Tax Payee Name and Address	
Property Tax Due Date(s)	
Property Tax Due Frequency	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
Last Known Property Tax Amount Due	

*If this loan requires additional property tax payments, please detail in Special Notes below and provide the same information.*

**Insurance Escrow #1**

Insurance Type	<input type="checkbox"/> Hazard <input type="checkbox"/> Flood <input type="checkbox"/> Wind <input type="checkbox"/> Hail <input type="checkbox"/> Earthquake
Insurance Payee Name and Address	
Insurance Pay Frequency	<input type="checkbox"/> Monthly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
Insurance Next Due Date	
Insurance Expiration Date	
Insurance Premium Amount	
Insurance Policy Number	

**Insurance Escrow #2**

Insurance Type	<input type="checkbox"/> Hazard <input type="checkbox"/> Flood <input type="checkbox"/> Wind
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	<input type="checkbox"/> Hail <input type="checkbox"/> Earthquake
Insurance Payee Name and Address	
Insurance Pay Frequency	<input type="checkbox"/> Monthly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
Insurance Next Due Date	
Insurance Expiration Date	
Insurance Premium Amount	
Insurance Policy Number	

*If this loan requires additional insurance payments, please detail in Special Notes below and provide the same information.*

**If applicable - HOA Details (if escrowed)**

HOA Frequency Due	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
HOA Payee Name and Address	
HOA Installment Amount	
HOA Account or Reference Number	
HOA Next Payment Due Date	

**Special Notes**

**Submission Checklist**

Once completed, forward this worksheet along with the following items to Covey Financial:

- 1. Copies of all Loan Documents
- 2. Copies of Escrow Item Statements:
  - a. Copy of insurance policy(s)
  - b. Copy of recent property tax statement(s)
  - c. Copy of HOA Statement (if applicable)
- 3. Upload via ShareFile - <https://coveyfinancial.sharefile.com/r-r647c742acf584911b99521fe69441219>