



HOW TO GET A CD REQUESTED/ISSUED

CD'S CANNOT BE REQUESTED UNTIL THE APPRAISAL VALUATION HAS BEEN APPROVED, SUBJECT TO REQUAL CONDITIONS SIGNED OFF, AND ALL REQUIRED DOC ITEMS ARE IN.

Please review requirements listed on the Approval in the **PRIOR TO CD/DOC PREP** section.

REQUIRED ITEMS:

- Borrower must acknowledge or e-sign ALL re-disclosures issued.

NOTE: A CD cannot be requested the same day that the last LE is issued or CONFIRMED by borrower.

- Appraisal must be reviewed and given value by Acra Lending; UW must issue revised approval reflecting reconciled value.
- Borrower to respond to the appraisal valuation e-mail. This is sent once the appraisal is reviewed and given value. Broker LO/Processor/AE/TM will be 'cc' on the email to the borrower.
- Vesting – must indicate exactly how docs are to be drawn.
**provide name of spouse to avoid delays in states that have non-title spouse requirements.*
- Hazard insurance/HO6 and Invoice – borrowers name(s) to match the vesting, property address to match title, policy to have all the required information
**please reference the "Evidence of Insurance" outline for additional insurance requirements*
- Flood insurance and Invoice – if required
- Master Condo Policy – if required
- Settlement Agent Fee Form – *include all RE Agent licensing info for purchase transactions*
 - (all areas need to be completed and signed/dated by the closing agent)
[Settlement Agent Fee Form](#)
 - Licensing numbers must be provided for Buyer Agent/Seller Agent/Closing Agent
 - Acra DOES not allow for a Buyer/Selling Agent to be affiliated with the closing agent.
 - Broker owned closing agents cannot be used.
- Most recent Est CD/Settlement Statement – (showing all fees – Lender/broker fees, impounds and prepaids, and any payoffs)
provided **COMBINED statement for purchase transactions*

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- Loan Doc order form (all areas need to be completed and signed/dated by the broker/processor)
- Appraisal invoice issued from AMC (cannot accept a broker issued invoice)
*Loans that fall under TRID must be TRID Compliant
- Credit Report Invoice
- Contract Processor Invoice – if applicable
 - *(Fee must have been disclosed in Section B on Initial LE)*
- Wire Instructions – must have 2 loan identifiers on it (borrowers name - matching the vesting, property address - matching the title report, loan #, file/title #)
- CPL – needs to have the borrowers name – matching the vesting, property address, order/file #, Citadel's Loss payee information.
CPL's are ONLY valid for 30 days and must be valid at time of closing.

LOSS PAYEE INFO TO BE LISTED ON ALL INSURANCE AND CPL:

Citadel Servicing Corporation
ISAOA
25531 Commercentre Drive #160
Lake Forest, CA 92630
Acra Loan #:

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