



**Closed Loan Purchase
Checklist/ Stacking Order
Crescent Mortgage Company
5901 Peachtree Dunwoody Rd, N.E., Bldg C, Ste 250
Atlanta, GA 30328**

Lender Name: _____
Contact: _____
Phone: _____ **Email:** _____

Please upload your package to “SettlementExpress” see page 2 for instructions. All original notes must be overnight mail to Attn: Correspondent Department or Purchased loan Department to the address above.

Purchase status or questions can be emailed to:
purchasedloans@crescentmortgage.net

If supplying credit package (delegated u/w customers only), please place all credit documents behind closed loan package. Do not mix the documents. No two sided documents due to file being scanned see below list for required documents.

- Wiring Instructions
- MIP or funding fee receipt of funds wired (if applicable)
- Title Policy/commitment
- Original Note – endorsed on last page (Pay to the order of Crescent Mortgage Company without recourse, signed and title (must be officer))
- Mortgage, Deed of Trust, Security Instrument and applicable Rider(s) – Crescent must obtain the original or court certified copy.
- Assignment to MERS – Crescent must obtain the original or court certified copy.
- Survey if applicable
- Hazard insurance policy & paid receipt
- Flood insurance policy & paid receipt
- Hud-1 and any addendums
- Initial escrow account disclosure or escrow waiver statement
- First payment notice/payment breakdown
- Rescission notice if applicable
- Final Truth-In-Lending with itemization showing APR calculation
- Tax & insurance worksheet with addresses and parcel & policy numbers
- Termite report or soil treatment warranty – if rate/term or cash out refinance termite waiver if possible
- Signed application and addendums by borrowers and lender
- W-9’s signed by borrowers
- 4506 T signed by borrowers (except on credit plus)
- PMI disclosure if applicable
- Patriot act documentation
- Name affidavits
- Borrowers Cert and Authorization
- FHA or VA -92800 or LNOV requirements (if applicable)
- Misc documents
- Good Faith, change circumstances (if applicable) and itemized fee sheet/loan fee worksheet

SettlementExpress Website

Settlement Agent and Broker Uploading Instructions

1. The Settlement Agent/Broker will access the following link
www.settlementexpress.net
2. Once the link has been accessed you have two choices please select “Closed Loans”.
 - a. Closed Loan {this allows you the option to upload your closed loan }
 - b. Trailing/Missing Documents {this allows you to upload requested documents
i.e. loan application attorney disbursements etc. }

Settlement Express - Settlement Agent Upload



Welcome to Crescent Mortgage Company and Settlement Express.

Upload closed loan and simply overnight original note to:

Crescent Mortgage Company

5901 Peachtree Dunwoody Road NE

Building C, Suite 250

Atlanta, GA 30328

Attention: Collateral Department

Documents for upload ▾

Closed Loan Trailing / Missing Documents

Document Upload

Description of Documents to upload: ▾

Number of Pages in Document Upload

Please Upload Documents here - click Additional Upload to add more documents

[Additional Upload](#)

[Need assistance with this form?](#)

3. Once “Closed Loan” has been selected the Settlement Agent/Broker will be prompted to answer the following questions (providing their contact information);
 - a. Name of Settlement Agent Firm/Broker {this is a required field }
 - b. Was the loan funded by:
 - i. Crescent Mortgage Company
 - ii. Crescent Correspondent Loan
4. Crescent Loan Number {this is a required field }
5. Contact Name {this is a required field }
6. Contact Phone {this is a required field }
7. Contact Email {this is a required field }
8. Description of Documents to upload {this is a required field }
9. Number of Pages in Document Upload

10. Please Upload Documents here- {if the establishments scanner is not equipped to handle a large closing package it may be broken down into several small packages and shipped all at once by clicking on Additional Upload}.

Documents for upload *

Closed Loan Trailing / Missing Documents

Closed Loan - Whole Loan Upload

Name of Settlement Agent Firm? *

Was this loan funded by:

Crescent Mortgage Company Crescent Correspondent

Crescent Loan Number *

Contact Name *

Contact Phone *

Contact Email *

Document Upload

Description of Documents to upload: *

Number of Pages in Document Upload

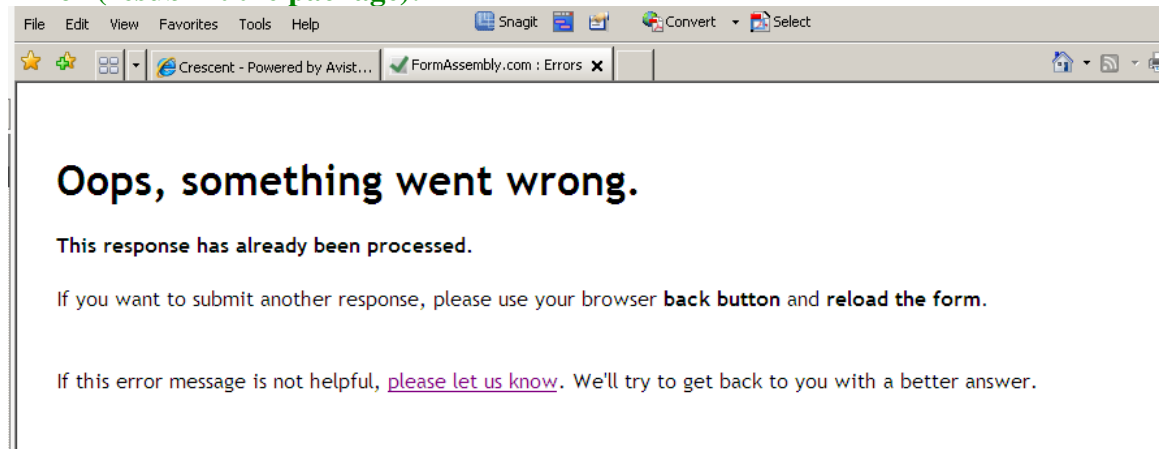
Please Upload Documents here - click Additional Upload to add more documents

[Additional Upload](#)

[Need assistance with this form?](#)

11. Once the package has been submitted the Settlement Agent/Broker will receive one of the following messages

Error (resubmit the package):



Or

Successful:

Thank you - we have received your upload. You will receive confirmation via the email address provided shortly. Overnight original note to

Crescent Mortgage Company

Attn: Collateral Department

5901 Peachtree Dunwoody Road NE, Bldg C, Ste. 250Atlanta, GA 30328

800-851-0263

For correspondent loans please send original notes - Attn: Correspondent Department or Purchased Loan Department.