



ROBERTSON
ANSCHUTZ
VETTERS LLC

ATTORNEYS AT LAW

Instructions for Ordering Loan Closing Documents
Docs on Demand[®] Interface with Calyx Point



- Enter and verify the loan closing data including borrower information, property information, loan information, Loan Estimate and Closing Disclosure fees/data, title company information, and investor name in Calyx Point.
- Send loan closing document order data from Calyx Point
 - Select “Interfaces,” “Closing Docs...,” “Docs on Demand,” and “OK”
 - Select “Launch *Docs on Demand*” and enter your User Name and Password, and click “LOG ON”
 - Select “Send Loan Data to *Docs on Demand*”
- Send supporting documents at RAV’s *Docs on Demand* site
 - After receiving via email the interface sweep confirmation, select “Upload Supporting Documents” at the bottom of the email message. If you don’t receive the confirmation email message, you may upload supporting documents at Docs on Demand by going to <https://online.docsondemand.com>.
 - Enter the appropriate upload notification email address (closer@ravdocs.com – Houston, rav-austin@ravdocs.com – Austin, rav-plano@ravdocs.com – Plano, ravs@ravdocs.com – San Antonio, ravgtn@ravdocs.com – Georgetown) (if it is not already entered) and browse to the file(s) to be uploaded to *Docs on Demand*.
 - Please upload only the following supporting documents in the stacking order shown below. A loan is assigned for Document Preparation Services upon receipt of a complete order.

Loan Application (1003) - FINAL

Clear To Close - Underwriting Approval

Purchase Contract (if applicable)

Power of Attorney – Borrower (if applicable)

Title Commitment (Schedules A, B & C)

USPS Zip Code Search

Power of Attorney – Seller (if applicable)

Flood Certificate

Appraisal (Pages 1-2 for non-Texas home equity; Pages 1-6 for Texas home equity)

Survey

Lock (include undiscounted note rate if a Discount Point is charged to the Borrower)

Texas Notice Concerning Extensions of Credit – 12 Day Disclosure (if applicable)

FHA Case # Assignment (if applicable)

Mortgage Insurance (if applicable)

Closing Fee Sheet (unless prior agreement for RAV to rely solely on interfaced data)

TRID Loan Estimate (most recently disclosed with change of circumstance form, if applicable)

Settlement Service Provider List (required)

Affiliated Business Arrangement Disclosure (if applicable)

Homeowner’s Insurance Policy

Flood Insurance Policy (if applicable)

Wind Insurance Policy (if applicable)

Tax Certificate



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HPML or Non-QM Review/Approval (if applicable)

- **Service Status:** To check the service status, you may view the Loan Status Report in *Docs on Demand*. While viewing the Loan Status Report, you may click on the “DoD #” to open *Docs on Demand* in read-only mode to view the Tracking Information screen, Document Archive screen, and On-Screen Reports, among other screens. If additional information is needed, please email the appropriate team at closer@ravdocs.com – Houston, rav-austin@ravdocs.com – Austin, rav-plano@ravdocs.com – Plano, ravsa@ravdocs.com – San Antonio, ravgtn@ravdocs.com – Georgetown.