



ROBERTSON  
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Instructions for Ordering Loan Closing Documents  
Docs on Demand® Interface with MISMO XML Closing Data File

- 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 loan origination software.
- Export loan closing document order data from the loan origination software to a MISMO XML closing data file and save it to your computer/network.
- Log in to *Docs On Demand*: <https://online.docsondemand.com>
- Upload the MISMO XML closing data file and supporting documents into *Docs on Demand*
  - Under “Documents: Upload to Docs on Demand, select “Upload Documents to Docs on Demand”
  - Enter the loan number and borrower name. Enter the appropriate upload notification email address ([closer@ravdocs.com](mailto:closer@ravdocs.com) – Houston, [rav-austin@ravdocs.com](mailto:rav-austin@ravdocs.com) – Austin, [rav-plano@ravdocs.com](mailto:rav-plano@ravdocs.com) – Plano, [ravsa@ravdocs.com](mailto:ravsa@ravdocs.com) – San Antonio, [ravgtn@ravdocs.com](mailto:ravgtn@ravdocs.com) – Georgetown) (if it is not already entered) and browse to the file(s) to be uploaded to *Docs on Demand*.
  - Select to upload the MISMO XML closing data file that was previously exported
  - 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)

- **Closing Disclosure:** If RAV is preparing the Closing Disclosure, then please confirm/enter the TRID data in the *Docs on Demand* CD Data TRID portal screens. For access, please login to Docs on Demand at <https://online.docsondemand.net> with your *Docs on Demand* TRID account. Then, please click “Check In” in *Docs on Demand* at the top of the screen to check in the loan. Instructions and a short training video for this step may be found at the RAV website Resources page at [www.ravdocs.com/resources.aspx](http://www.ravdocs.com/resources.aspx).
- **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](mailto:closer@ravdocs.com) – Houston, [rav-austin@ravdocs.com](mailto:rav-austin@ravdocs.com) – Austin, [rav-plano@ravdocs.com](mailto:rav-plano@ravdocs.com) – Plano, [ravsa@ravdocs.com](mailto:ravsa@ravdocs.com) – San Antonio, [ravgtn@ravdocs.com](mailto:ravgtn@ravdocs.com) – Georgetown.