

NATIONSTAR CLOSING PROCEDURES

CLOSING/FUNDING SUPPORT

Closing Specialist: Nationstar Mortgage assigned closing specialist/direct phone number listed on first page of closing instructions

Help Desk: 877-698-7300 – available 8:00am to 5:00pm CST

Help Desk Fax: 214-488-4194

HUD-1 Submission: Send to assigned closing specialist listed on the first page of the closing instructions

ELECTRONIC DOCUMENT RETRIEVAL PROCESS

Step 1: Go to www.nationstardocs.com

Step 2: Enter your email address for the password

Step 3: Enter the closing agent tracking number for the specific loan you are accessing

Step 4: Click on the link to either print or view documents

PASSWORD/ACCESS PROBLEMS

Contact the closing specialist listed on the first page of the closing instructions.

HUD-1 PREPARATION

Fax or email the HUD-1 to the closing specialist listed on the first page of the closing instructions PRIOR to closing.

FUNDING REQUIREMENTS

Funds will be wired upon receipt of the documents listed below to the closing specialist listed on the first page of the closing instructions:

- 1) Note and Addendums
- 2) Notarized Mortgage/Deed of Trust and Riders
- 3) Final Certified HUD-1
- 4) Errors & Omissions Agreement
- 5) Truth-In-Lending
- 6) FHA Purchase: Amendatory Clause and Real Estate Cert
- 7) FHA: HUD Addendum to the Application 92900A-Page 1, 2, 3 & 4
- 8) 1003 Application
- 9) 4506-T (from closing package)
- 10) Disbursement Ledger signed by broker
- 11) Purchase: Warranty Deed/Grant Deed
- 12) Copy of funds to close from borrower

NOTICE OF RIGHT TO CANCEL

Cancellation Process: Immediately notify the closing specialist and fax to the closer listed on the first page.