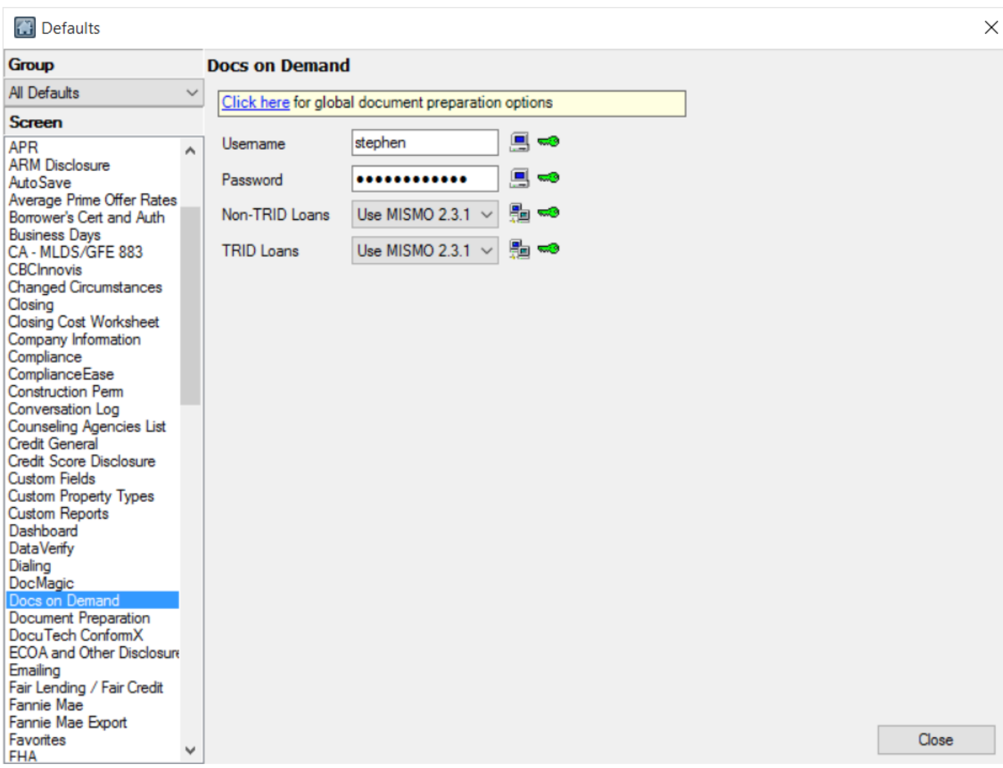
RAV ROBERTSON ANSCHUTZ VETTERS LLC

ATTORNEYS AT LAW

Instructions for Ordering Loan Closing Documents
*Docs on Demand*® Interface with Byte

- 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 Byte.

- Save your *Docs on Demand* account credentials
    - To save your Docs on Demand user ID and password in Byte for all future transactions:  Select Customize, select Defaults, select Docs on Demand, enter your Docs on Demand username and password, and select Use MISMO 2.3.1




- Send loan closing document order data from Byte
    - Select HUD1 2010 Page 1
    - Select Interfaces
    - Select Document Preparation and then select Docs on Demand
    - Select Submit

- 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.

- On the Docs on Demand – Upload Files screen, for Document 1, select Choose File and browse to the supporting documents to be uploaded

- For Document 1 – Description, enter a description, such as "Supporting documents"

- 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
  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 RAV service team.