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ATTORNEYS AT LAW

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 “Sweep: Import Loan Data...,” select “Choose File”

Sweep: Import Loan Data from !ABC Lender

- Click **Browse** to locate the loan data file on your computer.
- Then click **Send Loan** to transmit data to DoD Coordinator.

Import a file: No file chosen

- Select the previously exported MISMO closing data file and then select Send Loan
- Select Upload Documents to Docs on Demand

Documents: Upload to Docs on Demand

Upload Documents to Docs on Demand

- Enter the loan number, borrower name, and any message. For Recipient 1, enter the appropriate RAV service team email address (if it is not already entered)
- On the Upload Files screen, for Document 1, select Choose File and browse to the supporting documents to be uploaded



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A T T O R N E Y S A T L A W

- 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.