



30300 Telegraph Road
 Suite 185
 Bingham Farms, MI 48025
Phone: 248.203.1340
 Fax: 248.203.7155

Revised Funding Procedure

- 1. Funds will NOT be released without PRIOR HUD approval by closer.** Do not allow borrower(s) to sign loan in **BLUE INK** until HUD is approved.
****Wire Deadline is 1 PM EST****
*****Documents Are DATE Sensitive*****
2. Once the documents are signed by all parties email funding@michiganmutual.com or fax 248-203-7155:

<u>HUD signed by all parties</u>	<u>HUD Addendum (if FHA)</u>	<u>TIL</u>	<u>Itemization</u>
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****ANY AT CLOSE CONDITIONS requested (Signed tax returns, paystubs, PA Addendums, Secondary financing docs) **see closing instructions**

3. The funding department will then verify that the approved HUD and correct documents are properly signed and issue the funding number for funding authorization.

Note: Purchases will have funds released after final HUD approval, but will not have funding authorization until signed documents have been sent. Refinances will have funds released and authorized with approved funding documents.

-If borrower(s) can not sign on scheduled signing date, contact closing dept for revised documents. Revised documents can emailed ASAP

Items to include in original loan package sent to Post Closing Dept:

First Lien Letter	Signed Closing Instructions	Warranty Deed – if purchase	Copy of Seller’s POA – if purchase	Accounting/ disbursement ledger	Paid receipt or copy of check for HO Ins.	Final HUD
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Thank you

Michigan Mutual Your Home Loan Partner