



PREMIER REVERSE CLOSINGS
DIVISION OF NCS & PLACER TITLE COMPANY
NATIONAL TITLE & SETTLEMENT SERVICES

PRC Checklist

To assist us in closing your files efficiently, please provide the following documents with your order.

FOR ALL FILES

✓ **Signed Borrower's Authorization:** Provide a signed borrower's authorization to assist PRC in ordering any mortgage loan payoffs.

*Please note some lenders will require a specific PRC authorization to process a demand request. Contact your settlement team for more information.

✓ **Payoff Information:** Provide contact information with full account loan number or a copy of the mortgage statement.

✓ **Valid ID:** Provide ID for name verification.

✓ **Application/1009:** Provide application so we may verify current marital status and other information.

✓ **Credit Report:** Provide a copy of the credit report so PRC may cross reference judgments, liens and bankruptcy.

Call your settlement team today for more information!

(800) 542-4113
PRClosings.com



IF APPLICABLE, PLEASE PROVIDE:

- ✓ **Homeowners Association (HOA)**
Information: Provide HOA company name and phone number so we may verify dues are current.
- ✓ **Statement of Information:** Provide a complete Statement of Information by the borrower to assist clearing any judgments or liens.
- ✓ **Trust:** Provide a full copy of the borrower's trust agreement, any amendments and verify all pages are included for review.
- ✓ **Power of Attorney:** Provide an executed copy of the POA. If the borrower is no longer competent, a durable or springing POA must be provided per the requirement set in each POA. A doctor's letter will be required from either one or two doctors. Please note, an original POA will be required to record if one is not already of record with the county.
- ✓ **Conservatorship or Guardianship:** Provide a copy of the court order appointing the conservatorship and/or guardian with the order approving the reverse mortgage loan.
- ✓ **Deceased Owner:** Provide a copy of the deceased owner's death certificate so PRC may determine what will be required to proceed and prepare applicable documents. Depending on the state and how title is held, an original certified copy of the death certificate may be required for recording purposes.
- ✓ **Additional Owners on Title:** Provide contact information, marital status and their relationship to our borrower completing the reverse mortgage loan.