

LDD Virtual Intermediary Program[®]

Lender Information Sheet

Thank you for your interest in VIP™. Please complete this form to help us ascertain your requirements.

1. General:

Name of Institution:

2. Contact: *(please provide name, direct telephone # and e-mail address)*

- (i) Mortgage Administration Contact:
- (ii) Contact For Mortgage Documentation:
- (iii) IT Contact:

3. Communication: *(please attach data specifications, if available)*

- (i) How will data be entered into the VIP system: **Manually** or **Exchange with LOS**
- (ii) format of data to be delivered to VIP system (ie. XML, Text, or other)
- (iii) desired method of communication to VIP system (ie. e-mail, http, or other)
- (iv) desired method of electronic transmission of final report (ie. bulk transmission, real time, or on-line review only)

4. Website Features: *(please check capabilities that you desire lawyer to utilize)*

VIP System Capabilities	Mandatory	Optional	Not At All
Web-Based Mortgage/Charge Preparation			
Electronic Document Distribution			
Electronic Transaction Monitoring			
Electronic Request For Funds			
Electronic Reporting			

5. Documents:

- (i) Please complete the following chart, listing all mortgage types and corresponding documentation:

Type of Mortgage (Name)	Schedules	Standard Charge Terms	Supporting Documents	Request for Funds	Report

- (ii) Please attach sample **Solicitor Instructions** package of documents for all mortgage types, including Standard Charge Terms and mortgage schedules.

If you have any questions or require assistance in completing this form, please contact Stephen Austin @ 1-800-363-2253, extension 244.

