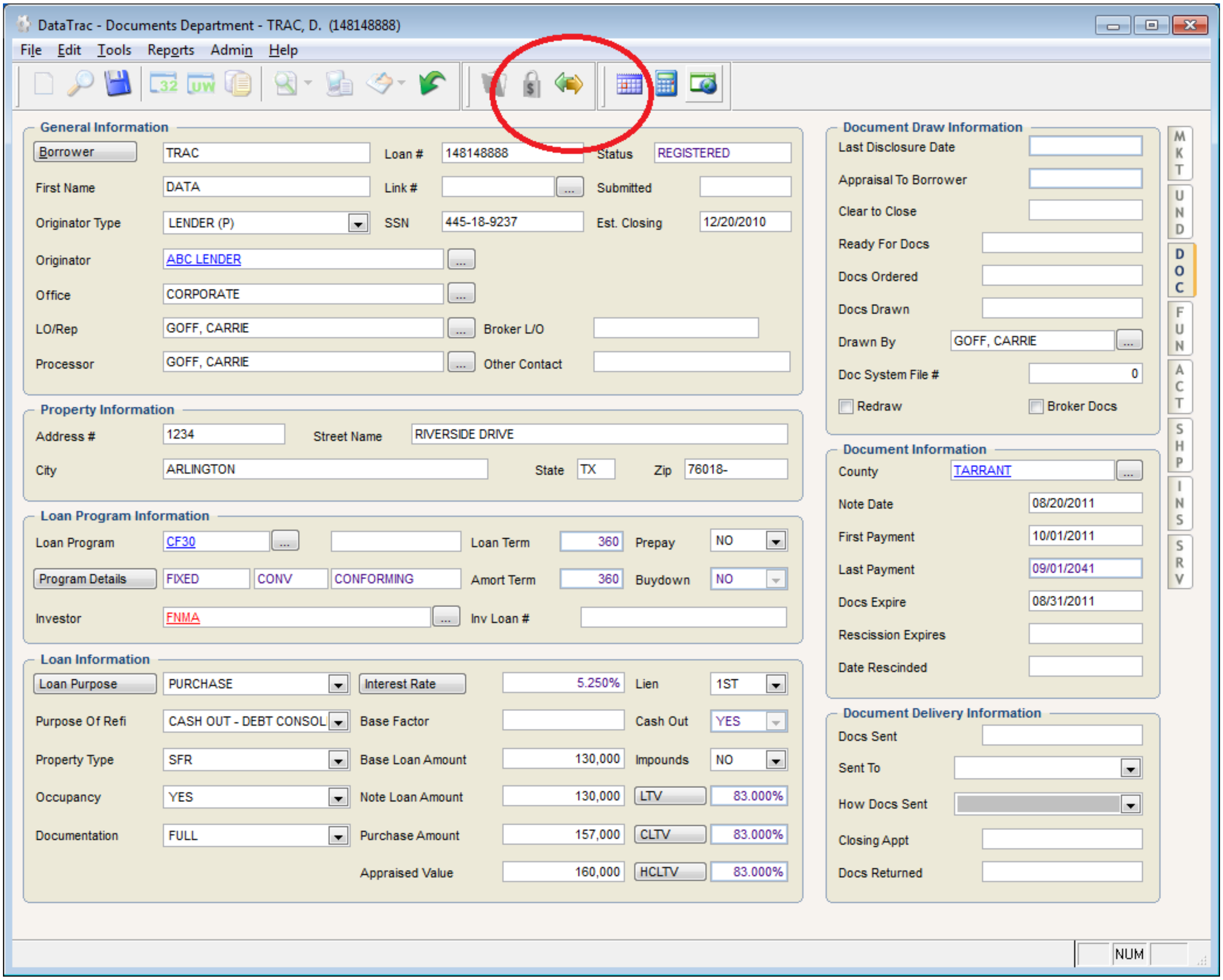
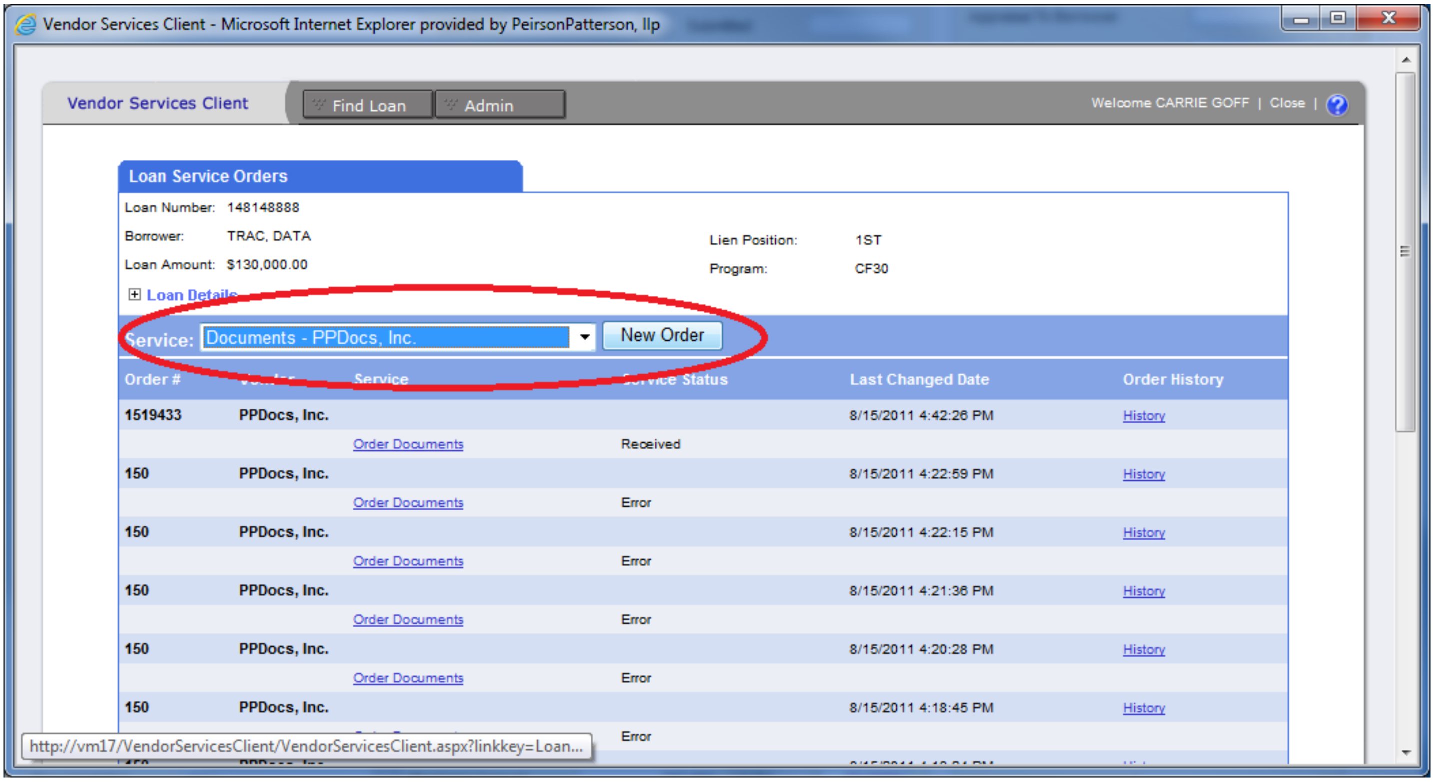
HOW TO IMPORT DATA USING DATATRAC

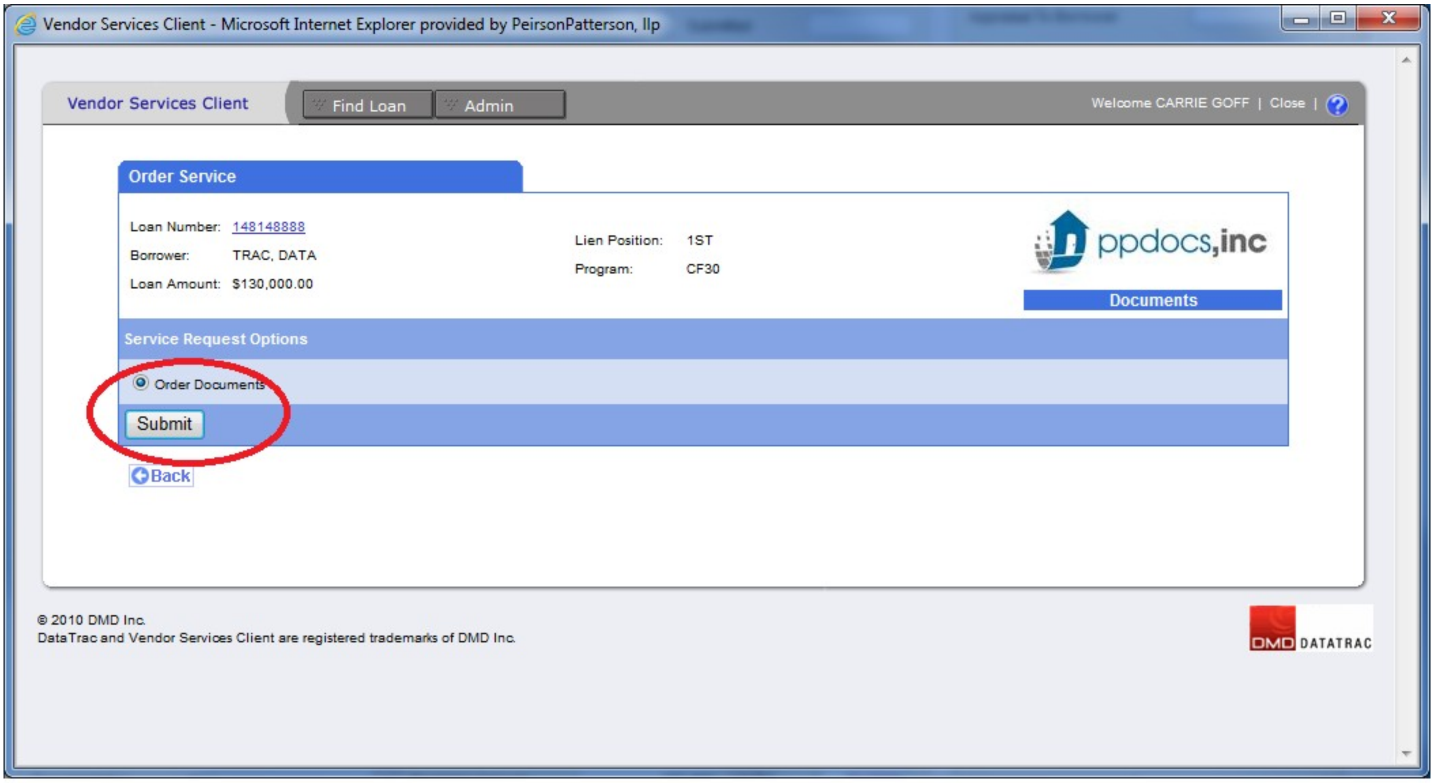
Open DataTrac and when you are ready to submit your file click the green and yellow Vendor Services arrows on the top menu bar



In the Service drop down box, select Documents – PPDocs, Inc. and click "New Order"



Click “Submit”



Select an Order Form

Select Order Form

Displaying order forms for TX. Other states are available.

The sort order of and availability of the list of order forms can be customized to suit your needs. Contact us at 800.800.9975 to find out how.

APPLICATION / PRE CLOSING ORDER FORMS

Initial Disclosures - Federal
Initial Loan Disclosures required by TILA/Reg Z, RESPA, and other federal consumer regulations. Lender must provide their own Federal Privacy Notice, appropriate program disclosures, state specific disclosures (some Texas disclosures are available).

Aggregate Escrow Analysis
Calculations and forms to determine RESPA compliant starting balance for a loan closing.

SPECIALTY ORDER FORMS

Fax Cover Sheet
Fax cover sheet only.

RESPA GFE and HUD-1 Settlement Statement
This product can be used with or without P&P loan documents. Documents include the new 2010 GFE, HUD-1, TIL, Itemization of amount financed, and Amortization schedule.

CLOSING ORDER FORMS

Legal Documents Only
This package does not include a TIL. Conventional, FHA, or VA Mortgages Note, Security Instrument, Riders, Assignments, etc.

Residential Mortgage
Conventional, FHA, or VA Mortgage documents. Secondary market mortgage forms and support documents provided. Please see Residential Non Consumer Bank Loan order, if purpose is investment property not being sold in secondary market.

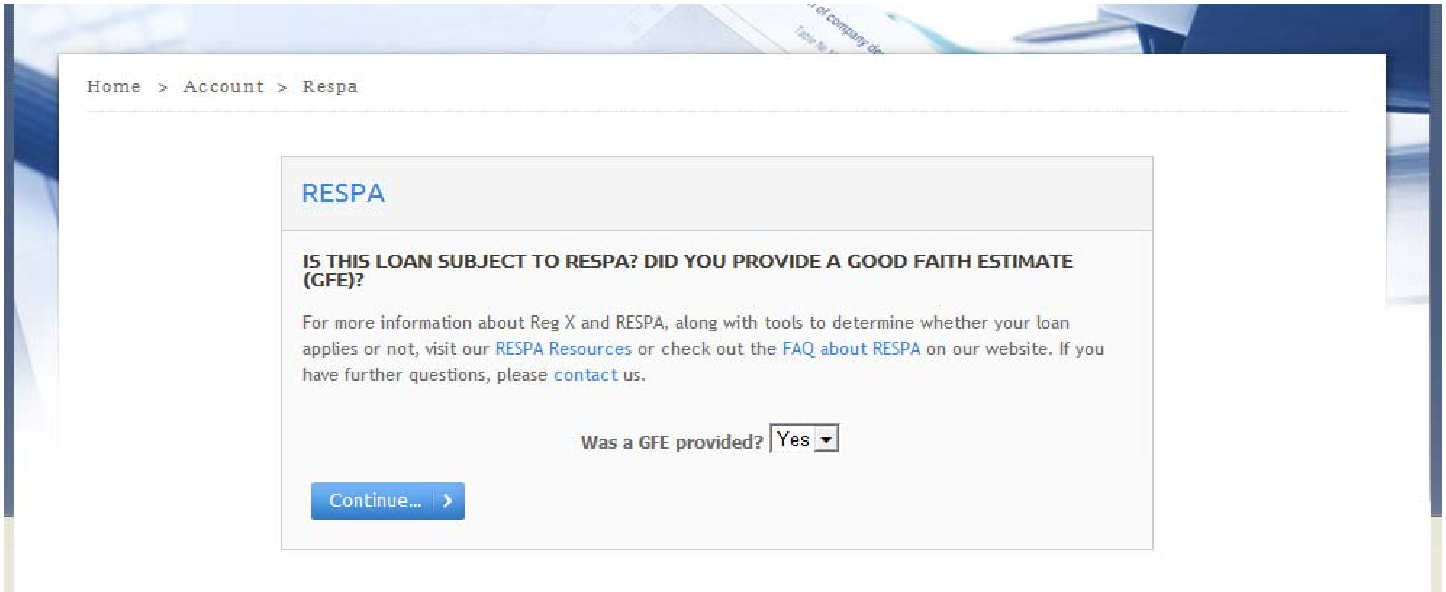
Residential Consumer Bank Loan
Flexible Bank loan documents for loans not usually sold in secondary market i.e. true daily earnings computation. Also used for home improvements, vacation property and 2nd homes.

Residential Non-Consumer Bank Loan (Investment Property) - RESPA DOES NOT APPLY (Closing statement given - NOT HUD-1)
Flexible Bank loan documents. A TIL is not required for investment - business, agricultural or commercial transaction unless loan is used for personal, family, household purposes...then the new TIL format and GFE are required (use Residential Consumer Bank Loan Order form). If order is for 2nd home use the Residential Mortgage or Residential Consumer Bank Loan order form.

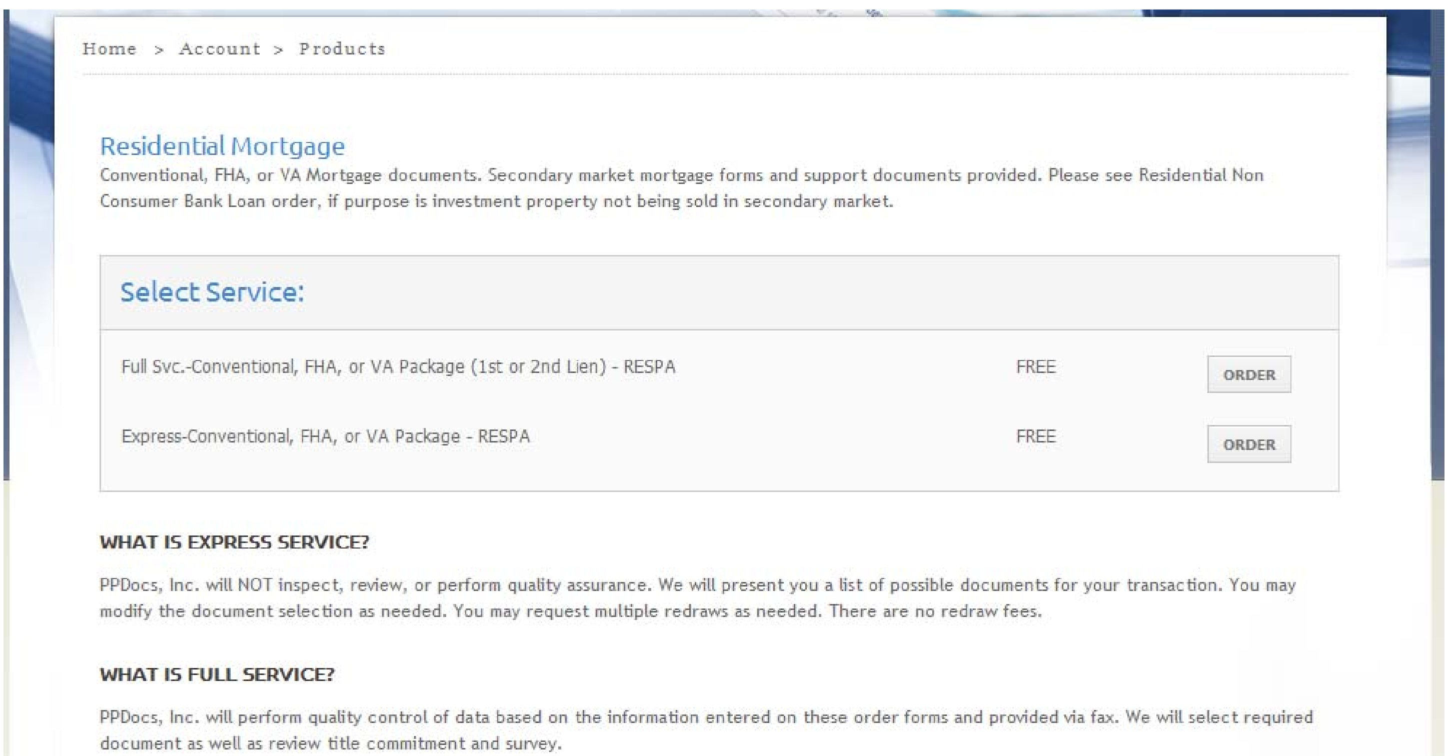
Texas Home Equity (Closed End)

Was a GFE provided?

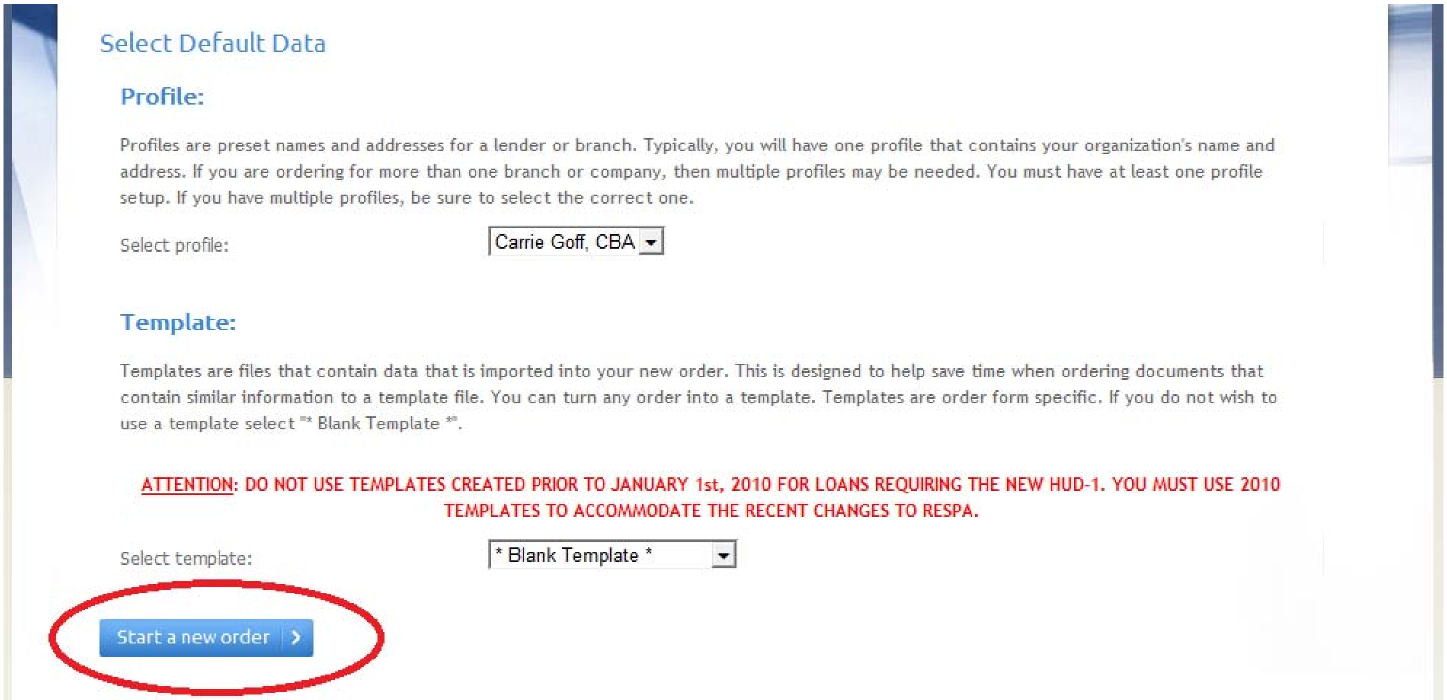
On certain closing document order forms we need to know if a GFE was provided



Select Full Service or Express Service and click “order”



Select a Profile and Template (if applicable) then click “Start a new order”



Click “Open Order Form” to finish inputting your data and submit your order