

How to order



Farm and Ranch Loan Program
via

PPDocs, Inc.

Select Order Form

Displaying order forms for KS. [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).

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 Note, Security Instrument, Riders, Assignments, etc. Port documents provided. Please see Residential Non-Consumer Bank Loan order, if applicable.



Lot/Land Only Loan

Purchase, cash out, or refinance only. Non-Residential. Proceeds from this loan will be used for construction or purchase of mobile home within 2 years of closing.



Farmer Mac I Farm and Ranch Loan Program

Includes the Note, the State-specific security instrument, any required riders, assignment of lien, UCC financing statements, amortization schedule, entity resolutions, and any required guaranty agreements. Click [here](#) for an instructional "how to" PowerPoint.

POST CLOSING ORDER FORMS



Release of Lien

Create and transmit Release of Liens

After you have imported your data from AgPower, select the **Farmer Mac** order form.

Farmer Mac I Farm and Ranch Loan Program

Includes the Note, the State-specific security instrument, any required riders, assignment of lien, UCC financing statements, amortization schedule, entity resolutions, and any required guaranty agreements. Click [here](#) for an instructional "how to" PowerPoint.

[CLICK HERE FOR AN INSTRUCTIONAL "HOW TO" POWERPOINT PRESENTATION.](#)

Select your service type and
click **ORDER**.

Select Service:

Full-Time Farm Legal Documents

\$100.00

ORDER

*Use this form IF property crosses state/county lines OR if your loan has more than one Trust as a borrower.

\$200.00

ORDER

WHAT IS EXPRESS SERVICE?

PPDocs, Inc. will NOT inspect, review, or perform quality assurance. We will present you a list of possible documents for your transaction. You may modify the document selection as needed. You may request multiple redraws as needed. There are no redraw fees.

WHAT IS FULL SERVICE?

PPDocs, Inc. will perform quality control of data based on the information entered on these order forms and provided via fax. We will select required document as well as review title commitment and survey.

Select Default Data

Profile:

Profiles are preset names and addresses for a lender or branch. Typically, you will have one profile that contains your organization's name and address. If you are ordering for more than one branch or company, then multiple profiles may be needed. You must have at least one profile setup. If you have multiple profiles, be sure to select the correct one.

Select profile:

DEFAULT ▼

Select your **Profile** and **Template** (if applicable), then click **Start a new order**.

Template:

Templates are files that contain data that is imported into your new order. This is designed to help save time when ordering documents that contain similar information to a template file. You can turn any order into a template. Templates are order form specific. If you do not wish to use a template select "* Blank Template *".

ATTENTION: DO NOT USE TEMPLATES CREATED PRIOR TO JANUARY 1st, 2010 FOR LOANS REQUIRING THE NEW HUD-1. YOU MUST USE 2010 TEMPLATES TO ACCOMMODATE THE RECENT CHANGES TO RESPA.

Select template:

* Blank Template * ▼

Start a new order >

Loan Information

Borrower:	Daniel Boone
Property:	1234 County Road 354, KS
Lender:	ABC Lender
Loan Number:	125897
Last Modified:	12/5/2012 11:28:27 AM
Profile:	Carrie Goff, CBA
Template:	
Import:	

If you imported data from AgPower it will show up under Loan Information.

Selected Product

Farmer Mac I Farm
Includes the Note, the
entity resolutions, and

Service type: Express
Fee: \$0.00

Review for accuracy, then click
Open Order Form.

en, UCC financing statements, amortization schedule,
to" PowerPoint.

Open Order Form >

Import Data >

Export Data >

View Data >

Print Summaries >


Clone Order >

Create Template >

Send Copy >

Archive Order >

Complete the information on each page and click "**Next**" to continue through the order form.

 **Farmer Mac I Farm and Ranch**

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Order Information

Order Prepared by

Phone Number Ext

E-mail

Loan #

Attorney Invoice Number

Farmer Mac Loan Number

Central Servicer

Property State

Attorney fee

Barcode Reference

Show Lender Information?

Show Lender Profile?

Fields with a yellow background are required.

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Order Information

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Submit Request

Lender Information

Lender Information

Name	ABC Lender	
Address 1	1234 Main Street	
Address 2		
ZIP: City, State	75052	Grand Prairie TX
County	Tarrant	
Venue	Tarrant	
Entity type	state bank	
Exist under	TX	law.
Phone	(817) 461-5500	Ext
Fax		
Contact	Carrie Goff	
Times	9:00 a.m. - 4:00 p.m.	
Days	Monday - Friday (excluding Federal holidays)	
E-mail	carrie@ppdocs.com	
Lender's NMLS License Number		
Branch's NMLS License Number		

Review your Lender information for accuracy

Signature Block For Signing Assignments And Endorsing Notes

ABC Lender

Carrie Goff, President

If you need to customize how the signature block looks, click on it for editing options.

Loan Officer Information

Name	Carrie Goff
License Number	123456789



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Lender Profile

Mortgage / Deed of Trust Information

Company ABC Mortgage Company

Address 1 2310 W. Interstate 20

Address 2 100

ZIP: City, State 76017 Arlington TX

Funder Information

Name ABC Mortgage Company

Address 1 2310 W. Interstate 20

Address 2 100

ZIP: City, State 76017 Arlington TX

Phone (972) 814-1528 Ext

Fax

E-mail carrie@ppdocs.com

Contact between 9:00 a.m.-5:00 p.m.

and Monday - Friday (excluding Federal Holidays)

Payment address on Note

Company ABC Mortgage Company

Address 1 2310 W. Interstate 20

Address 2 100

ZIP: City, State 76017 Arlington TX

After Recording Return to...

Company ABC Mortgage Company

Address 1 2310 W. Interstate 20

Address 2 100

ZIP: City, State 76017 Arlington TX

Phone number (972) 814-1528 Ext

Contact Carrie Goff

E-mail carrie@ppdocs.com


This information is pulled over from the information *completed during registration*.
You may change this information as needed.

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Complete the Title Company information.
NOTE: Any item with an address book icon next to it will save any new entries that are added. So if you have typed in something before, it will already be in your address book for future selections.

Settlement Agent / Title Company

Company	ABC Settlement	
Address line 1	123 Elm Street	
Address line 2		
ZIP: City, State	76017	Arlington TX
County	Tarrant	
Phone number	(584) 561-0658	Ext <input type="text"/>
Fax number	<input type="text"/>	
Contact	Carrie Goff	
E-mail address	carrie@ppdocs.com	
GF number	<input type="text"/>	



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Property Information

Property Address

Address Type Address, City, State, Zip ▼

Address 1234 County Road 354 *Hit 'F2' to verify address.

ZIP: City, State 67202 Wichita KS

County of ▼ Sedgwick

Legal Description:

See Exhibit "A" attached hereto and made a part hereof.

Type in the legal description, copy/paste, or attach as an Exhibit "A".

Do you need an Exhibit "A" for a long legal description? ☒ No ☐ Yes

Fixtures, items attached to property:

PermaFlow Drip Irrigation System, SurePower Solar Electric Generation System

Type in any fixtures.



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Borrower(s)

Borrower #1 Information

Borrower Designation Individual ▼

Individual Information

First name Daniel

Middle name

Last name Boone

Suffix

Power of Attorney ☐

Status/Conjunction and

Name Affidavits Dan Boone

Mailing address 1234 County Road 354

ZIP: City, State 67202 Wichita KS

Show 4506 T information? ☒ No ☐ Yes

The borrower names will import from AgPower, review for accuracy.

Signature Block

Daniel Boone

☒ Add 2nd Borrower

Borrower #2 Information

Borrower Designation Individual ▼

Individual Information

First name Martha

Middle name

Last name Boone

Suffix



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Lien Position ☒ First Lien ☐ Subordinate Lien

Loan Purpose Purchase ▾

Interest Rate ☒ Fixed ☐ Adjustable

Loan Plan Select

Loan Advanced ▾

Click to open the Loan Plan selection box for a list of the Farmer Mac products. This will determine the Note you receive.

Loan Plans

Select Loan Program: Farmer Mac

Showing applicable plans

Other Loan Plans

FAMC I Farm and Ranch Loan Product Fixed Rate Mortgage 10-year	Note: 6001
FAMC I Farm and Ranch Loan Product Fixed Rate Mortgage 15-year	Note: 6001
FAMC I Farm and Ranch Loan Product Fixed Rate Mortgage 20-year	Note: 6001
FAMC I Farm and Ranch Loan Product Fixed Rate Mortgage 25-year	Note: 6001
FAMC I Farm and Ranch Loan Product Fixed Rate Mortgage 7-year	Note: 6001
FAMC I Farm and Ranch Loan Product Fixed Rate Mortgage 10-year-Yield Maintenance	Note: 6002

Highlight

Loan Plan Details

Plan ID	Product 6001 - 20yr
Program By	Farmer Mac
Plan Name	FAMC I Farm and Ranch Loan Product Fixed Rate Mortgage 20-year
Plan Number	6001
Documents	Note: 6001
Prepayment Penalty	No
Assumable	Not Allowed
Lien Position	First
Loan Type	AGRI
Interest Only Term	0
Payments Frequency	2 payments per year

OK

Cancel

Find the product you are ordering (the details are shown on the right) and double click the title or click **OK**.



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Appraised Value 398,000.00

Sales Price 398,000.00

Down Payment 50,000.00

Loan Amount 348,000.00

Loan to Value (LTV) 87.437 %

Closing Date 12/01/2012

Settlement Date 12/01/2012

First Payment Date 07/01/2013

Interest Rate 5.250 %

Payment Frequency Semi-Annually ▼

P&I (Amort.) Term 40 payments

Loan Term 41 payments

P&I Payment Amount 14,156.42

Odd Days Interest is Collected as 1st pmt ▼

Enter your loan amounts and dates.

First Payment Date will typically be January 1 or July 1.

Some fields will automatically calculate based upon your entries.

If Per Diem interest is Collected as 1st payment it will increase your Loan Term by 1 payment.



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Security Instrument Options

Additional Riders

☐ Mortgage Insurance Rider

☒ Irrigation Equipment Rider

Irrigation Equipment Information

2002 PermaFlow Drip Irrigation System Model No. DIS1405

☐ Water Rights Rider

☐ Permitted Prior Encumbrance Rider

☐ Financial Info and Covenants Rider


☐ Other attached rider(s)

Select any additional riders and complete the requested information.

Please note, an ARM rider will automatically be included for ARM products.

Select any additional documents you would like in your package.

(The defaulted information should not be changed unless specifically directed by Farmer Mac or one of their central servicers.)

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Additional Docs & Conditions

Additional Documents

- ☒ Upload additional PDF documents to include in this package.
- ☒ Endorsement Allonge to Note. Endorsed to
- ☐ UCC Financing Statement
- ☐ Errors and Omissions
- ☒ Name Affidavit(s)
- ☐ Cross Default Rider
- ☐ Cross Collateralization Rider
- ☒ Endorse Note to

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Please click Suggest Documents to get an analysis of the documents that our robust engine recommends

Document Selection

SUGGEST DOCUMENTS

ADDITIONAL DOCUMENTS

SORT DOCUMENTS

REMOVE ALL

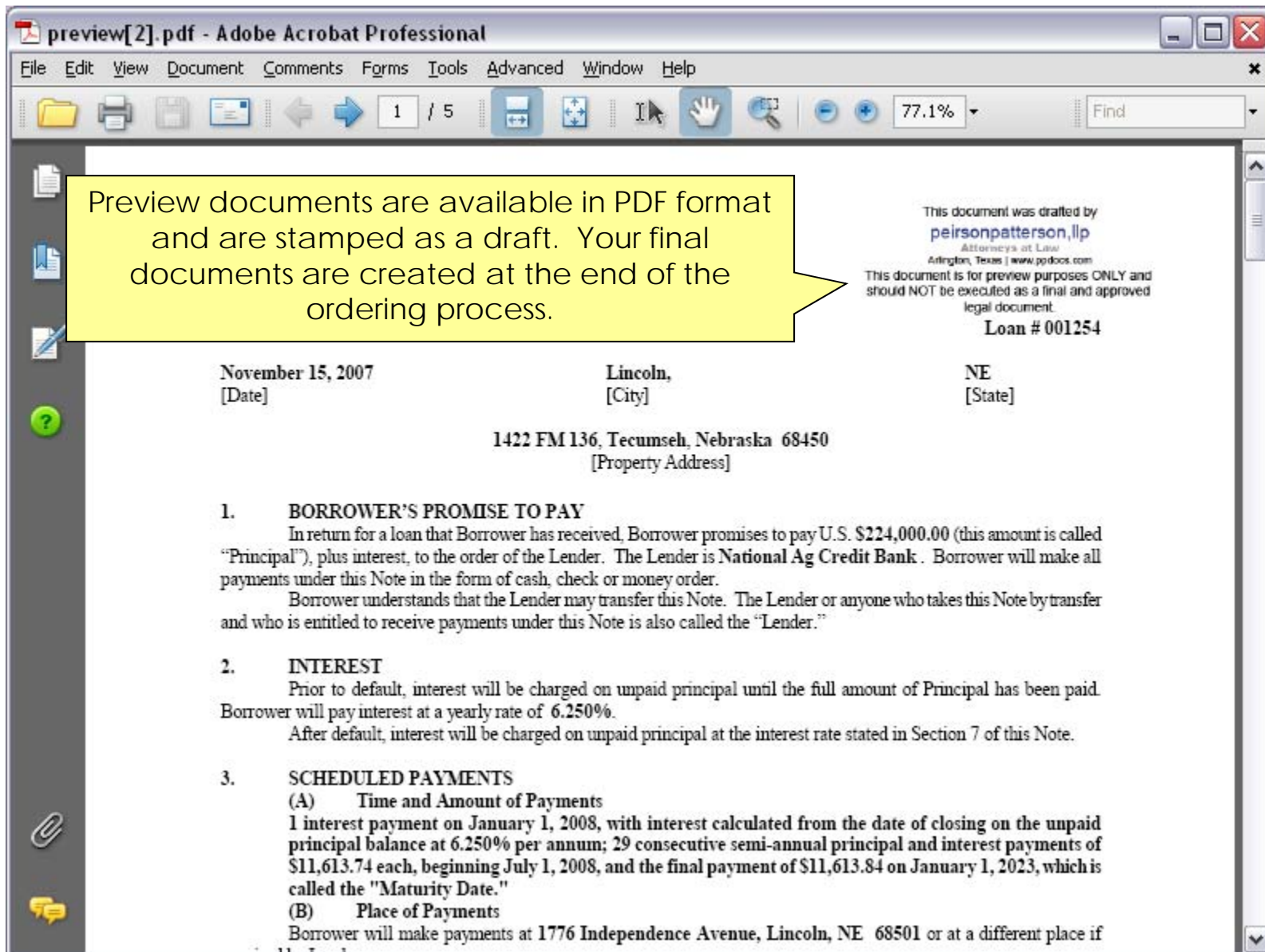
UPLOAD OTHER

The Current Document Selection is based upon the data you entered. You may Preview any document as needed.

Click Upload Other to upload documents if applicable or upload an Exhibit A documents you would like in the package. (Must be in PDF format)

Current Document Selection

Sort	Doc Info	Description		
▼	7785	ASG: Asg of Mtg (KS) Lender to 1st Investor	Preview	Remove
▲ ▼	6469	Amortization Schedule	Preview	Remove
▲ ▼	9621	NT: Multistate Fixed Rate Open Prepay Note (Farmer Mac) 6001	Preview	Remove
▲ ▼	7008	Allonge to Promissory Note (Lender to 1st Inv.)	Preview	Remove
▲ ▼	9688	MTG: Kansas Mortgage (Farmer Mac) 5000.17	Preview	Remove
▲ ▼	9628	RD: Irrigation Equipment Rider (Farmer Mac) 5002	Preview	Remove
▲ ▼	9631	Agricultural Loan Purpose Certification (Farmer Mac) 5005	Preview	Remove
▲ ▼	9685	Attorney Rep Notice (Farmer Mac)	Preview	Remove
▲ ▼	3491	Name Affidavit (B1)	Preview	Remove
▲ ▼	3492	Name Affidavit (B2)	Preview	Remove
▲ ▼	1778	Notice of Loan Sale (Farmer Mac - CGB Agri Financial)	Preview	Remove
▲ ▼	2771	W-9 Cover Sheet	Preview	Remove
▲ ▼	3159	Tax I.D. W-9 (B1)	Preview	Remove
▲	2473	Tax I.D. W-9 (B2)	Preview	Remove





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Audit Result

Other Information

💡 **USDA is changing their guarantee fee and annual fee as of conditional commitments issued October 1, 2012 forward. [\[more...\]](#)**

💡 **Want to HIDE ORDER FORMS that you never use? [\[more...\]](#)**

✓ No errors found.

Please Note: We audit all loans for federal high cost (Section 32 -HOEPA) compliance. We expand that audit to run on purchase transactions even though those transactions are not certain you know the laws of the state in which you are lending.

Audits are performed and you may be required to correct information in the order form before submitting.



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Submit Request

Express Service

PPDocs, Inc. will NOT inspect / review / or perform quality assurance. We presented you with a list of possible documents for your transaction. You may modify

WARNING

Processing this order will lock the borrower's name and all service options. You will not be able to change it once the order has been submitted. By clicking on t

PPDocs, Inc. is not liable for any damages caused as a result of using these automated services. Please have your attorney review automated documents for a

We have programmed certain audits to warn the user of creating a loan that may exceed federal high cost (Section 32/HOEPA) limits, a particular state's high c
is the lender's responsibility. Remember, in most instances, if a fee which is usually excluded from APR calculations, such as appraisals or credit reports, is pai
included too many items in the calculations. You may un-flag them as needed. Also, "bona fide" discount points may be allowed in some cases. The lender can

Submit Express Order

Click **Submit Express Order** to process your document package.

Daniel Boone
1234 County Road 354, KS
ABC Lender
125897
12/5/2012 12:42:19 PM
262 KB


Download package

After the package generates, you may click on the “**Download package**” icon to view your documents in PDF.

E-mail Package (NOT ESIGN/UETA Compliant)

Note: This method does NOT comply with ESIGN/UETA. Do NOT solely use this method to send to Borrower.

Sender's Email Address:

Sender's Name:

Recipient's Email:

Recipient's Name:

Package Expires In:

Protection Option:

Notes to Recipient:

Include Link:

Attachment Option:

Confirmation:

You can also forward the document to your document servicer for their review.

Loan Information

Borrower:	Daniel Boone
Property:	1234 County Road 354, KS
Lender:	ABC Lender
Loan Number:	125897
Last Modified:	12/5/2012 12:49:49 PM
Profile:	Carrie Goff, CBA
Template:	
Import:	

If you need to correct information in the package, you simply open the order form, make the necessary changes and re-submit the data to generate a new set of documents. You may do this as many times as needed at no additional charge.

Selected Product

Farmer Mac I Farm and Ranch Loan Pro

Includes the Note, the State-specific security agreement, any required riders, assignment of lien, UCC financing statements, amortization schedule, entity resolutions, and any required documents. Click [here](#) for an instructional "how to" PowerPoint.

Service type: Express
Fee: \$0.00

Open Order Form	Import Data	Export Data	View Data	Print Summaries
Clone Order	Create Template	Send Copy	Archive Order	Fax Cover Sheet


Order Status

Order Number:	201212050159 (Cancel Order...)
---------------	--------------------------------

Order Status

Order Number:	201212050159 (Cancel Order...)
Time Received:	12/5/2012 12:41:58 PM
Time Needed:	12/5/2012 12:41:58 PM
Status:	Released
Operator:	 merlin

Packages

Package	Size	Deliveries	Pages	Date
 Package	262 KB	0	34	12/5/2012 12:42:19 PM

To view previously created document packages or check the delivery tracking, click on the **"Package"** link.

Borrower:	Daniel Boone
Property:	1234 County Road 354, KS
Lender:	ABC Lender
Loan Number:	125897
Created:	12/5/2012 12:42:19 PM



Download Package

View the package, see which document included, or check the delivery tracking for page.

Deliveries (New delivery. Send this package to...)

Tracking#	Description	Submitted	Delivered	Viewed
No deliveries.				

You can forward the documents to the servicer using this link as well.

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9	Allonge to Promissory Note (Lender to 1st Inv.)	7008
10	MTG: Kansas Mortgage (Farmer Mac) 5000.17	9688
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25	Attorney Rep Notice (Farmer Mac)	9685
26	Name Affidavit (B1)	3491

In your Casefile Manager you will see all transactions that have been created.

CASE FILE MANAGER

NEW ORDER		Account View: My account		SEARCH ORDERS	ARCHIVE SELECTED
Borrower / Property	Loan No.	Product	Modified		
Daniel Boone 1234 County Road 5	125897	Farmer Mac I Farm and Ranch Loan Program Full-Time Farm Legal Documents Order Number: 201212050159	12:49:49 PM		
Borrower			11:23:37 AM		
test test 1234 farm land		Farmer Mac I Farm and Ranch Loan Program Full-Time Farm Legal Documents Order Number: 201212050040	9:51:36 AM		

Click on the borrowers name to access the loan information.

Thank you for using
PPDocs, Inc.

to order



Farm and Ranch
Loan Documents