



Warehouse Line – wire ordering instructions

*****When Principle Lending prepares and sends the closing docs*****

Step 1

- Upload title or closing agent wiring instructions to the loan file.
- How to Upload:
 - Loan Actions>Upload Documents
 - Label the document “Wire Instructions”
 - Save

Step 2

- Submit Closing Request
- How to Submit Closing Request:
 - Loan Actions>Closing Request
 - Fill in pertinent closing date and time information
 - Submit

Step 3

- Email wire@principlelending.com
 - Subject: Borrower last name & Loan number
 - Body: Please send wire

- Wire cutoff time is 4:30pm Eastern Standard Time
- Original NOTE to be sent overnight to:

Western Alliance Bank

2701 East Camelback Road Suite 110, Phoenix, AZ 85016

Compensation is wired to your account once the Original NOTE is received in the mail from closing. The wire will come from a Pike Creek Mortgage account.