



2445 Devine Street (29205)
P.O. Box 12245
Columbia, SC 29211
Phone: (866) 931-8793
Fax: (866) 931-8748

Scheduling Request Form

Please complete all fields to ensure your request is processed correctly.

Purchase Refinance 1st and 2nd HELOC Resign

Borrower Name/ Phone #:

Alternate Borrower Phone #:

Seller Name/Phone #:

Property Address:

Closing Location:

Requested Date:

Requested Time #1:

Requested Time #2:

Requested Time #3:

Lender:

Requested by/ Company/ Phone #:

Document Delivery Date/Method:

Special Instructions:

Please send:

Scheduling Requests to Scheduling@McDonnellLawFirm.com
Loan Documents should be sent to LoanDocs@McDonnellLawFirm.com

On all of these communications, please copy the email to your closer,
Sonja@McDonnellLawFirm.com or Larishia@McDonnellLawFirm.com

(If you are unsure who your closer is, please contact our office.)