



CHECKLIST

REQUIRED FOR ALL NEW ACCOUNTS

New accounts will not be accepted for servicing without these items

- Birth date information for all parties
- Social Security Number or Tax ID Number for all parties
- New Account Information Form completed by all parties
- Setup Fee
- Property Parcel Number (if real property)
- Closing Statement (if closed by title company)
- Legible copy of picture ID for all parties
- Original contract
- Original release

NECESSARY FOR ACCURATE PROCESSING

Taxes and Insurance collection (if applicable) (**check all that apply**)

- Copy of insurance certificate
- Copy of tax certificate is included

Interest Calculation Method (**choose one if not stated in contract**)

- Periodic Interest** means that interest is calculated on a 360-day year and 30 days between payments regardless of date of payment.
- Daily Interest** means that interest is calculated on a 365-day year and the actual number of days between payments.

Payoff Documents

- EXECUTED BUT UNRECORDED Release document is provided
- Original mobile home title (if applicable)

OPTIONAL

- Direct Deposit form filled in and signed by lender (voided check required)
- Automatic Withdraw form filled in and signed by borrower

DOCUMENTS CHECKLIST

(choose one)

- Real Estate Contract – executed but unrecorded Warranty Deed & Special Warranty Deed
- Note – Deed of Trust – Executed Release
- Agreement for Sale – executed but unrecorded Warranty Deed
- Purchase Contract – executed but unrecorded Warranty Deed
- Note – Mortgage – Release of Mortgage
- Lease
- Personal Property Note – Executed Release