



## CHECKLIST

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### **REQUIRED FOR ALL NEW ACCOUNTS**

**A new account will not be accepted for servicing without these items.**

- ☐ Birthday information for all parties
  - ☐ Social Security Number or TIN # for all parties
  - ☐ Servicing Instructions Sheet signed by all parties (wet signatures or verified-signature service only)
  - ☐ Setup Fee (see servicing instructions sheet)
  - ☐ Property Parcel Number (if real property)
  - ☐ Closing Statement (if closed by title company)
  - ☐ Email Address for all Parties
  - ☐ Legible copy of picture ID for all parties
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### **DOCUMENTS CHECKLIST**

- ☐ Original Note – Deed of Trust – Executed Release OR Weststar Pacific Mortgage Named as Trustee on AZ Loans
  - ☐ Agreement for Sale – executed but unrecorded warranty deed
  - ☐ Purchase Contract – executed but unrecorded warranty deed
  - ☐ Original Personal Property (Chattel) Note
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### **IMPORTANT FOR ACCURATE PROCESSING**

Taxes and Insurance collection (if applicable)

- ☐ Copy of insurance certificate
- ☐ Copy of tax certificate



☐ Copy of HOA invoice (if applicable)

**IMPORTANT FOR ACCURATE PROCESSING (continued)**

Special Instructions Noted on servicing instruction sheet

- ☐ Maturity Date (if applicable)
- ☐ Prepayment penalty and/or Termination Fee (if applicable)
- ☐ Balloon penalty (if applicable)
- ☐ Special Payment Processing Instructions

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**OPTIONAL**

- ☐ Direct Deposit Form completed and signed by lender
- ☐ Automatic Withdraw Form completed and signed by borrower

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**UNDERSTANDING INTEREST CALCULATION METHODS**

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

**Daily Interest** means that interest is calculated on a 365-day year, and the actual number of days between payment dates.