

CHECKLIST

Borrower Name:

Type of Servicing Requested:

- Basic Loan Servicing (\$45 Set Up)
- Sub-Servicing (\$45 Set Up)
- Specialized Loan Servicing (\$100 Set Up)
 - High Touch Assistance
 - Non-Performing Loan
 - Active BK or FB

*An additional \$100 fee will billed if Del Toro is responsible for collecting data on incomplete submissions.

Documents needed (Copies OK):

Loan:

- Loan Servicing Order Form
- Closing Statement HUD 1
- Promissory Note
- Rider
- Deed of Trust / Land Contract
- Borrower 1003
- Borrower Auto Debit
- Borrower LLC or Corporate Documents evidencing authorized party (If applicable)

If Existing Loan:

- Loan Master Report
- Payment History
- RESPA Good-Bye Letter

Lender:

- Lender ID
- Loan Servicing Agreement
- Foreclosure Prevention Options
- Lender Direct Deposit
- Designated Contact (If Multi-Lender)

If Applicable:

- Escrow Impounds (add \$25 per loan)
 - Insurance Dec Page / Policy Info
 - Tax Bill
- Non-Individual Lender
 - LLC or Corporate Documents evidencing authorized party
 - Trust Certificate
- Assignment
 - Assignment of Deed of Trust (All)
 - Note Assignment / Allonge (All)
- Modification or Forbearance
 - Signed Copy of Related Document
- Bankruptcy
 - Docket information or Petition
 - Proof of Claim
 - Trustees Disbursement Record
 - Transfer of Claim Appointing Del Toro as Agent

Submitted by:

Relationship / Role:

Phone:

Email