

**GOALS:**

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REWARD: \_\_\_\_\_

ACCOMPLISH DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**STEPS TO REACH OUR GOAL:**

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**HOW ARE WE DOING? \_\_/\_\_/\_\_**

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ME = YOU WANT TO DO



= YOU DO NOT WANT TO DO

## THIS IS OUR LIST OF THE MUST DO'S FOR TRUST DEED INVESTORS.

- \_\_\_\_\_ Search for Loans or Brokers
- \_\_\_\_\_ Collect Application & Necessary Info
- \_\_\_\_\_ Underwrite the Loan File
- \_\_\_\_\_ Process & Doc the Loan
- \_\_\_\_\_ Close the loan (funding, issuing a HUD, Learn and follow evolving servicing and collections regulations
- \_\_\_\_\_ Deliver "Welcome Letter" to borrower
- \_\_\_\_\_ Post and track payments (a formal trust fund may be necessary for this)
- \_\_\_\_\_ Issue statements monthly
- \_\_\_\_\_ Deliver late notices (the rights ones at the right time)
- \_\_\_\_\_ Make collection calls to borrower
- \_\_\_\_\_ Track taxes and Insurance
- \_\_\_\_\_ Provide Annual Escrow Analysis Statement
- \_\_\_\_\_ Deliver yearend tax forms
- \_\_\_\_\_ Monitor the 1st lien, if applicable
- \_\_\_\_\_ Be point of contact for regulatory agencies
- \_\_\_\_\_ Be available to take borrower calls
- \_\_\_\_\_ Discuss Loss Mitigation Options
- \_\_\_\_\_ Modify Loan terms
- \_\_\_\_\_ Initiate and manage foreclosure
- \_\_\_\_\_ Monitor bankruptcy filing (delivering accurate documents, on time and appearing at trial)
- \_\_\_\_\_ Deliver Balloon Notices
- \_\_\_\_\_ Issue demand statements
- \_\_\_\_\_ Release liens when paid
- \_\_\_\_\_ House original loan documents

## QUESTIONS

What is different about your company? \_\_\_\_\_

Why can you help me more than your competitor? \_\_\_\_\_

Can I see your last two quarterly audits? \_\_\_\_\_

Will you send me a list of references? \_\_\_\_\_

Can you tell me about your company's training and culture? \_\_\_\_\_

## BONUS

Whether you are funding or buying a loan or sending one to a partner for Servicing, you need to have:  
The best time to get this is when all parties are happy and motivated to cooperate. Many of these things become impossible to find after the deal has closed and conflict pops up.

## YOU MUST HAVE THE FOLLOWING DOCS:

### Always

- Borrower 1003 Application
- Executed Note and Deed
- Title policy
- LPDS
- Property Insurance Policy
- Tax Contract or County contact information
- Final Settlement Statement
- Approved Goodbye RESPA if servicing transfer
- W9 for lenders/borrowers – TIN match for IRS

### If Applicable

- Prior Months Borrower Statements
- Leases
- Corporate Documents (Borrower / Lender)
- Assignments
- Previous Modifications
- ARM adjustment details and history
- Escrow Analysis