

# NOTE SUBMISSION WORKSHEET

ALL SUBMISSIONS MUST CONTAIN THE FOLLOWING, ADDITIONAL DOCUMENTATION MAY BE REQUIRED BEFORE CLOSING.

1. Completed note submission worksheet.
2. Signed copy of note and copy of Deed of Trust, Mortgage or Contract (recorded copy is required prior to closing)
3. Property Information Worksheet (Residential, Commercial, or Land)
4. W-9 Tax Form completed by broker (if current copy not already on file)
5. Signed Purchase Option and Sale Agreement
6. Signed credit application and authorization to release information (if simultaneous)
7. Written proof of assessed value (if low ITV)

IF AVAILABLE, ALSO INCLUDE THE FOLLOWING DOCUMENTATION AT SUBMISSION

1. Copy of previous title policy
2. Copy of payment record for the last year
3. Copy of seller's Escrow Closing Statement
4. Pictures of property and street scene
5. Current insurance binder and tax statement

Position of Note 1st      2nd      All-Inclusive (Wrap)			Type of Receivable Mortgage      Deed of Trust      Contract		
Date of Sale		Sales Price		Down Payment	
Current Balance		Interest Rate		Next Payment Due Date	
Payment Amount		Monthly      Annually      Other _____			
Monthly Reserve Amount			Reserve Balance (if Seller Held)		
Balloon Amount		Balloon Date		Number of Months Remaining	
<b>BENEFICIARY / SELLER</b>					
Name			Marital Status Married      Single		
Address					
City			State		Zip Code
Social Security Number (Required)		Social Security Number		Phone (      )	
<b>COLLECTION INFORMATION</b>					
Institution					
Address					
City			State		Zip Code
Account Number			Phone (      )		
<b>TRUSTOR / BUYER</b>					
Name			Marital Status Married      Single		
Address					
City			State		Zip Code
Social Security Number (Required)		Social Security Number		Phone (      )	

# NOTE SUBMISSION WORKSHEET

## PROPERTY INFORMATION

Property Type	Owner Occupied? Yes No
Address	
City	State Zip Code
Nearest Cross Street	Lot Size
Description of Property: Provide a Complete Description of Property (Size, Number of Rooms, Bedrooms, Baths, Well, Septic, Fenced, etc.) by attaching a completed Property Information Worksheet to submission package.	

## SENIOR LIENS PAYOFF INFORMATION

Beneficiary			
Address			
City		State	Zip Code
Balance	Principal & Interest Payment	Reserve Payment	Reserve Balance
Interest Rate	Next Payment Due Date	Maturity Date	

## COLLECTION INFORMATION

Institution	
Address	
City	State Zip Code
Account Number	Phone ( )

## JUNIOR LIENS

Beneficiary		
Address		
City	State	Zip Code
Balance	Payment Amount	Interest Rate
Next Payment Due Date	Maturity Date	

## COLLECTION INFORMATION

institution	
Address	
City	State Zip Code
Account Number	Phone ( )