



Loan Collection Checklist

To be submitted along with our Loan Servicing Order Form

Borrower / Lender Information:

- Borrower / Lender Statement of Account (if active loan)
- W-9 Borrower / Lender / Company or Corporation
- 1003 Residential Loan Application
- Statement of Information for Borrower
- Trust Certification form if either Borrower or Lender(s) are vested in a trust
- Phone and Fax numbers for Borrower and Lender(s)
- Email address Borrower / Lender(s) (Monthly & ACH Statements are sent via email if possible)
- ACH / Direct Deposit or Debit form
- If Borrower or Lender(s) are Corporations or LLCs:
 - Operating Agreement
 - Statement of Information
 - Corporate Resolution
 - Articles of Organization / Incorporation

Property Information:

- Evidence of insurance (Dec page preferred)
- Insurance Endorsment Change Request Form
- Tax Tracking information if currently in place
- Lease (if applicable)

Loan Information:

- Effective date of transfer to Del Toro: _____
- Note / Deed of Trust (we suggest originals)
- Senior lien information
- Authority to receive Information form (if this loan is a junior lien)
- Assignments or Modifications if any
- Escrow instructions / HUD
- Title Policy (or Prelim when final policy is not yet available)
- LPDS & Multi-Lender Addendum (if there are multiple Lenders)
- Borrower's Disclosures (GFE, MLDS, TILA)
- Any Bankruptcy or Foreclosure information

- We will deliver “welcome packets” to both Borrower & Lender(s) containing our contact information and online account information immediately after setup: ~48 hours after receipt of complete file
- Services outside of our contracted scope will be billed at posted rates. Many of our services and their associated rates are available on our website
- Should you ever be in need of related services, not listed there, please contact our office for a quote or a referral

Servicing will begin & Payment Statements/RESPA letters sent when ALL documents are received & fees paid