



NOTE SET-UP CHECK LIST

**The following documents are needed to complete the Loan Servicing Package
Attach to each Servicing Loan submission**

Buyer/Borrowers Name:	
Lender/Sellers Name:	
Property Address:	

- Escrow Receipt Signed by all parties
- Fee Schedule signed by all parties
- Note Information Sheet
- W-9 for Buyer/Borrower
- W-9 for Seller/Lender
- Original Note
- Original Trust Indnture (if applicable)
- Original Contract for Deed (if applicable)
- One -Time Loan Set-Up Fee
- Signed Authorization for Automatic Payment (Buyer/Borrower) with voided check
- Signed Authorization for Automatic Payment (Lender/Seller) with voided check

THE FOLLOWING DOCUMENTS ARE NECESSARY ONLY IF APPLICABLE TO YOUR TRANSACTION

- Additional Buyer/Borrower Addendum with W-9 for each additional Buyer/Borrower
- Additional Seller/Lender Addendum with W-9 for each additional Seller/Lender
- Additional Security Addendum
- Reserve Account Agreement

Optional RESERVE PAYMENT SERVICE: When the Borrower/Buyer's monthly payment includes amounts for the payment of Property Taxes and/or Hazard Insurance and/or other, PCS will collect and hold those proceeds in a trust account and disburse the scheduled payments to the respective authority as scheduled.

ADDITIONAL DOCUMENTS AND INFORMATION REQUIRED FOR THE OPTIONAL RESERVE PAYMENTS:

- Evidence of INSURANCE including the following:
 - Company and Contact Information
 - A copy of the Policy
 - Amount of the Premium
- Property Taxes
 - Copy of Tax Assessment Bill

Please submit questions to info@paymentservicingcorporation.com or call 406-257-8186.