

PAGE 1 – SURPLUS FUNDS WORKSHEET

FOR STEALTH SURPLUS 60/40 FILES – ONLY TO BE SUBMITTED AFTER YOU SPOKE WITH THE OWNER(S)

WHERE DID YOU GET YOUR OPENING BID LIST FROM? _____
(EXAMPLE – AUCTION.COM OR COUNTY NAMED SITE)

NAME(S) OF PERSON(S) GETTING FORECLOSED ON (CURRENT DEED HOLDER(S))

DEED RECORDATION DATE _____ BOOK AND PAGE# _____
(THE CURRENT OWNER(S) DEED) (OR INSTRUMENT, DOCUMENT OR REFERENCE #)

FORECLOSING ENTITY _____
MORTGAGE/BANK ☐ ASSOCIATION ☐ TAX ☐

FILE NUMBER _____
(IF YOU CANNOT GET THIS, WRITE THE STREET # AND NAME. EXAMPLE - 123 MAIN ST)

COUNTY _____ STATE _____

SCHEDULED AUCTION DATE? _____ (MUST HAVE A DATE)

DATE FILE REVIEWED _____ RESEARCHER _____
(THE DATE YOU REVIEWED FILE INFO) (YOUR PERSONAL NAME – FIRST/LAST, NO COMPANY OR LLC)

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BR _____ # BATH _____ SQFT _____ YEAR BUILT _____ ACRES _____

PROPERTY DEBT

A. FORECLOSING JUDGMENT AMOUNT _____

B. TOTAL "OTHER" DEBT (OPEN MORTGAGES/LIENS) _____

C. TOTAL DEBT (ADD A + B TO GET TOTAL DEBT) _____

PROPERTY VALUE

D. ZILLOW/REALTOR/REDFIN VALUE – NEED 1 _____

E. ADJUSTED ESTIMATED VALUE (70% OF THE ABOVE VALUE) _____

ESTIMATED SURPLUS FUNDS

F. ESTIMATED SURPLUS (ADJ VALUE MINUS TOTAL DEBT) _____

FILE CHECKLIST – ITEMS WE REQUIRE FOR EACH FILE REFERRED TO US, NO EXCEPTIONS:

- ☐ COPY OF THE AUCTION LIST SHOWING THIS PROPERTY IS UP FOR AUCTION.
- ☐ COPY OF THE DOCUMENT/WEBPAGE SHOWING THE FORECLOSING DEBT AMOUNT
- ☐ COPY OF THE CURRENT OWNERS DEED.
- ☐ COPY OF ANY OPEN MORTGAGES/LIENS NOT SATISFIED (ONLY THE FIRST 1 OR 2 PAGES OF EACH).
- ☐ COPIES OF MORTGAGE CANCELLATIONS, RELEASES OR SATISFACTIONS.
- ☐ COPY OF THE ONLINE REGISTER OF DEEDS PAGE, SHOWING YOU SEARCHED THE OWNER(S) NAME.
- ☐ COPY OF TAX ASSESSORS/PROPERTY APPRAISERS PAGE ON THIS PROPERTY.
- ☐ COPY OF GOOGLE STREETVIEW OR CURRENT PICTURE OF THE HOUSE.

MORTGAGE HISTORY/CHAIN IN ORDER STARTING OWNER'S FIRST MORTGAGE ON PROPERTY

NAME OF MTG HOLDER _____ AMOUNT _____
DATE RECORDED _____ BOOK _____ PAGE _____ LOAN TERM (# OF YRS) _____
*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____ FORECLOSING ENTITY _____
ASS IGNE TO ANOTHER BANK? _____ IF YES, WHO HAS THE LOAN NOW _____
*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF MTG HOLDER _____ AMOUNT _____
DATE RECORDED _____ BOOK _____ PAGE _____ LOAN TERM (# OF YRS) _____
*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____ FORECLOSING ENTITY _____
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DATE RECORDED _____ BOOK _____ PAGE _____ LOAN TERM (# OF YRS) _____
*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____ FORECLOSING ENTITY _____
ASS IGNE TO ANOTHER BANK? _____ IF YES, WHO HAS THE LOAN NOW _____
*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

MAKE SURE THAT ALL MORTGAGES LISTED ABOVE ARE AGAINST THE FORECLOSING PROPERTY ADDRESS ONLY.

USE ONLY IN COUNTIES YOU CAN CHECK LIENS AND JUDGMENTS – SOME COUNTIES ALLOW TO SEARCH, YOU CAN WRITE IN OPEN LIENS/JUDGMENTS HERE.

JUDGMENT/LIENS HISTORY/CHAIN

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

IF MORE LIENS/JUD, PLEASE ADD ANOTHER PAGE USING OUR FORMAT.

PLEASE READ AND AGREE BELOW BEFORE SUBMITTING THIS FILE!

1. SEND THE FILE, TO PAPERWORK@SURPLUSFUNDSRICHES.COM - DO NOT USE ZIP FILES, DO NOT SEND IN LINKS FOR DOCUMENTS, PUT THE CASE NAME(DEFENDANT) IN THE HEADER OF THE EMAIL. PLEASE COMBINE THE DOCUMENTS INTO ONE ATTACHMENT. IF YOU DON'T PUT THE DEFENDANT NAME/CASE NAME IN THE HEADER OF THE EMAIL, WE WILL SKIP THIS FILE SUBMISSION AND GET TO IT LATER. IF THIS CAUSES YOU TO LOSE THE CASE TO ANOTHER RESEARCHER, THAT IS ON YOU.

WE HAVE UP TO 3 BUSINESS DAYS TO PROCESS THE FILE OR RESPOND WITH ERRORS. OUR BUSINESS HOURS ARE MONDAY - FRIDAY, 9:00AM TO 4:00PM EASTERN TIME. ALL FILES SUBMITTED AFTER BUSINESS HOURS, THE 3 DAYS START ON THE NEXT BUSINESS DAY. FOR EXAMPLE, FILE SUBMITTED ON FRIDAY AT 8:00PM, 3 DAY WINDOW WILL START MONDAY AT 9:00AM SINCE OUR OFFICE IS CLOSED WEEKENDS. OUR OFFICE IS CLOSED FOR MOST MAJOR HOLIDAYS AND WILL NOT COUNT AS A BUSINESS DAY. IF FILE IS ACCEPTED, IT WILL APPEAR IN THE FILES BEING WORKED LIST.

2. MINIMUM CASE FOR US TO PURSUE IS ESTIMATED SUPRLUS OF \$50,000. TAKE THE ADJUSTED ESTIMATED VALUE AND SUBTRACT THE TOTAL DEBT OWED. IF THAT VALUE IS \$50,000 AND OVER, YOU CAN SUBMIT THE FILE. NO EXCEPTIONS!

3. IF YOU COMPLETE YOUR CASE RESEARCH, AND THE LAST OWNER IS A BANK, MORTGAGE CO, COMPANY, CORPORATION, LLC OR ANY BUSINESS ENTITY, WE WILL NOT ACCEPT THE FILE.

4. ON THE WORKSHEET, WE NEED THE PHYSICAL ADDRESS OF THE FORECLOSURE. VACANT LAND IS NOT ALLOWED.

5. FEEDBACK - WE WILL LET YOU KNOW WHEN YOU GET A CLAIMANT UNDER CONTRACT AND HAVE THE CASE SET TO PETITION.

6. PUT FILES IN ORDER - MAKE SURE WHEN YOU SUBMIT FILES TO US, YOU HAVE THE WORKSHEET FIRST, FOLLOWED BY THE SUPPORTING DOCS (SEE THE STEP BY STEP EXAMPLE FOR THE DOC WE REQUIRE). IF YOUR FILES ARE NOT SUBMITTED IN THIS MANNER, WE WILL NOT WORK IT. YOU WILL HAVE TO RESUBMIT IN CORRECT ORDER.

7. WE ACCEPT PROPERTIES THAT ARE SINGLE FAMILY HOMES, CONDOS, TOWNHOMES AND MOBILE HOMES. NO VACANT LAND, COMMERCIAL OR APARTMENTS/MULTIFAMILY. IF THE PROPERTY IS IN POOR CONDITION, WE WILL NOT WORK THE FILE.

8. WE REQUIRE 1 THIRD PARTY VALUATION. IF YOU CAN GET ZILLOW, USE THAT, IF NOT YOU CAN USE IN ORDER - REALTOR.COM AND IF THAT IS NOT AN OPTION YOU CAN USE REDFIN. IF YOU CANNOT FIND ANY OF THE 3 VALUES ONLINE, YOU CANNOT SUBMIT THE FILE. NO EXEPTIONS.

9. CHECK FILE ACCPETANCE DATES CHART, MAKE SURE FILE FALLS WITHIN PARAMETERS WE SET.

10. DO NOT SEND IN FILES WHERE THE PROPERTY CURRENTLY LISTED FOR SALE.

11. IF THE SOLE OWNER OR ALL OWNERS ARE DECEASED, WE CANNOT WORK THE FILE.

12. YOU DO NOT HAVE TO RESEARCH JUDGMENTS OR LIENS, WE DO THAT. YOU DO HAVE TO RESEARCH MORTGAGES AND DEEDS.

13. MUST HAVE A SCHEDULED AUCTION DATE.

14. WE PAY 60% NET COMMISSION ON SUCCESSFUL DEALS.

15. WE WILL NOT ACCEPT ANY FILES FROM NC, NJ, CO AND FL (ALL TYPES)

16. CHECK THE FILES BEING WORKED LIST, IF THE FILE IS LISTED, DO NOT SEND IN AS WE ALREADY HAVE IT.

17. I AGREE THAT I HAD A PHONE CALL AND SPOKE PERSONALLY WITH THE OWNER(S) AND THEY HAVE AGREED TO SPEAK WITH US.

☐

I HAVE READ, UNDERSTAND AND AGREE (REQUIRED)

YOU MUST AGREE AND CHECK THE ABOVE BOX OR WE WILL NOT REVIEW YOUR FILE.

CONCLUSION SECTION – SEE EBOOK FILE EXAMPLE IF HELP IS NEEDED ON FILLING THIS OUT. IF THERE IS DEBT – IT GOES IN FIRST POSITIONS BASED ON RECORDATION DATE AND END AT THE EX-OWNER(S) (DEED HOLDER(S)). DO NOT LEAVE THE CONCLUSION PAGE BLANK, WE WILL REJECT THE FILE.

PUT IN ORDER OF WHO IS OWED THE ESTIMATED SURPLUS FUNDS. DO NOT PUT THE FORECLOSING DEBT AMOUNT. SEE EBOOK FILE EXAMPLE IF HELP IS NEEDED ON FILLING THIS OUT.

_____ ARE 1ST IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 2ND IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 3RD IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 4TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 5TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 6TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 7TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 8TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

PAGE 6 – STEALTH SURPLUS WORKSHEET – OWNER CALL NOTES

WHO DID YOU SPEAK WITH? _____

DID YOU VERIFY THEY WERE THE OWNER AND ADDRESS IS CORRECT? _____

PHONE NUMBER THEY WANT TO REACHED AT _____

NOTES ABOUT THE CALL -
