

## NOTE SUBMISSION WORKSHEET

ALL SUBMISSIONS MUST CONTAIN THE FOLLOWING. ADDITIONAL DOCUMENTATION MAY BE REQUIRED PRIOR TO CLOSING:

1. Completed note submission worksheet
2. Signed copy of note and copy of Deed of Trust, Mortgage or Contract (if recorded, copy 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 note purchase agreement
6. Signed Credit application & authorization to pull credit (if applicable)

IF AVAILABLE, ALSO INCLUDE THE FOLLOWING DOCUMENTATION AT SUBMISSION:

1. Copy of previous Title Policy
2. Copy of payment record
3. Copy of Seller's Closing Statement or Settlement Statement (HUD-1)
4. Pictures of property (No Polaroid's)
5. Current Insurance Information

Position of Note <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> ALL-Inclusive (wrap)		Type of Receivable <input type="checkbox"/> Mortgage <input type="checkbox"/> Deed of Trust <input type="checkbox"/> Contract	
Date of Sale	Sale Price	Down Payment	
Current Balance	Interest Date	Next Payment Due Date	
Payment Amount	<input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other _____		
Monthly Reserve Amount	Reserve Balance		
Balloon Amount	Balloon Date	Number of Months Remaining	
<b>SELLER</b>			
Name		Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single	
Address		State	City
City			
Social Security Number		Phone (    )	
<b>COLLECTION INFORMATION</b>			
Institution			
Address			
City		State	City
Account Number		Phone (    )	
<b>PAYOR</b>			
Name		Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single	
Address			
City		State	City
Social Security Number <i>(Required)</i>	Social Security Number <i>(Required)</i>	Phone (    )	



