

Moat Note Servicing Intake Form

PROPERTY ADDRESS, CITY AND ZIP

Client Name: _____

E-Mail: _____

Client Address: _____

Phone: _____

City/State/Zip: _____

Checks to be paid to: _____

Sale

Buyer 1: _____

Buyer SS#: _____

Cell Number: _____

Buyer DL#: _____

Address (If Different): _____

E-Mail: _____

Buyer 2: _____

Buyer SS#: _____

Cell Number: _____

Buyer DL#: _____

E-Mail: _____

Financed Amount or Principal Balance for an existing Note: \$ _____

Terms: _____ % Interest for _____ months, P&I- \$ _____, Taxes = \$ _____, Ins. \$ _____

Service Fee Amount: _____, HOA Dues: _____ Other _____, \$ _____ Total payment = \$ _____

Is there a Balloon? _____

First/Next Pmt. Due: _____

What is the grace period for payment: _____ days

What is the Late Fee Amount: \$ _____

What month are taxes due in your state? _____

Is there an underlying Lien: Yes/No

Are taxes escrowed in underlying Lien: Yes/No

Attorney for Foreclosure (If Needed)

Even with our best efforts some borrowers hit hard times and homes have to be foreclosed. You need to think about at what point you want us to stop working with the borrower and send them to foreclosure. We will send out the initial 120-day default letter immediately upon the borrower being late. Once in default always in default. We do not handle foreclosures so we will need to you to tell us when you want us to send the file to your attorney for foreclosure. We will send any info your attorney needs.

Attorney Name: _____

Attorney Phone: _____

Attorney Email: _____

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Documents Needed: Docs can be emailed to Shannon@MoatNoteServicing.com

- Intake Form
- Deed of Trust
- Note
- Escrow Agreement if Not included in the Note
- Closing Statement
- Application (if you have one)
- Insurance, showing Moat Note Servicing, as Servicing Mortgagee, non-financial interest holder, or additional interest Holder.

See escrow chart to figure out how many months of taxes to escrow. **ALL ACCOUNTS REQUIRE 2 MONTHS TAX RESERVES AND 2 MONTHS INSURANCE RESERVES PLUS THE # OF MONTHS REQUIRED ON THE ESCROW CHART.** _____ **INITIALS**

You will need to add Moat Note Servicing, LLC as a Servicing Mortgagee, non-financial interest holder, or additional interest holder on the Insurance as shown below so that Moat Note Servicing, LLC will get the renewal bill to be paid out of escrow. Client understands that if there is a shortage due to non-payment of Borrower when taxes are due that client will need to pay the difference until borrower gets current. Once borrower is current client will be reimbursed that expense. It will be your responsibility to forward any invoices for taxes and Insurance to Moat Note Servicing so that they can be paid. You will also need to make the mailing address for any tax statements as shown below. _____ **Initials**

Moat Note Servicing, LLC
P.O. Box 17472
San Antonio, Tx 78217

Checks are cut on the 10th (payments posted from the 26th to the 10th), the 20th (payments posted from the 11th to the 20th), and the 30th (payments posted from the 21st to the 30th) of each month. _____ Initials

Client understands that Moat Note Servicing, LLC will not be responsible for underlying payments. You will need to continue to make underlying payments to lien holders on your own. _____ **Initials**

Client understands there is a \$100.00 per file set up fee to be paid at time of Intake with the escrows, and a charge of \$35.00 per month for the servicing of the note. The set-up fee needs to be paid up front, and the \$35.00 per month fee will be taken out of the monthly payment. Client also understands that Moat Note Servicing will keep any late fees collected to cover costs of collection. _____ **Initials**

I certify this to be the true and correct information for this note. I also agree to the payment terms as set out above.

Client Signature

Breakdown of money sent to Moat Note Servicing

\$100.00 File Set up fee

\$_____ Taxes escrow and reserve

\$_____ Insurance escrow and reserve

_____ **Initials**

\$_____ Other _____

\$_____ Total Check to Moat Note Servicing