



INTAKE FORM

PROPERTY ADDRESS, CITY AND ZIP

Investor Name: _____ E-Mail: _____
Investor Address: _____ Phone: _____
City/State/Zip: _____ TIN/SSN: _____
Checks to be made out to: _____

Sale

Buyer 1: _____ Buyer SSN: _____ - _____ - _____
Mobile Number: _____ Work Number: _____ Buyer DL#: _____
Email: _____ Buyer DOB: _____
Address (If Different than listed Above): _____
Buyer 2: _____ Buyer SSN: _____ - _____ - _____
Mobile Number: _____ Work Number: _____ Buyer DL#: _____
Email: _____ Buyer DOB: _____
Address (If Different than listed Above): _____

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 Payment? _____ First Payment Due: _____

Grace Period for payment: _____ Days Late Fee Amount: \$ _____

Month taxes are due in your state? _____

Is there an underlying Lien: Yes/No

Are taxes escrowed in underlying Lien: Yes/No

Attorney for Foreclosure (If Applicable)

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: _____

Escrow

Please reference the escrow chart on the following page to determine how many months of taxes to escrow.
**ALL ACCOUNTS REQUIRE 2 MONTHS TAX RESERVES AND 2 MONTHS INSURANCE RESERVES
PLEASE SEE CHART TO FIGURE TAXES, THAT NUMBER INCLUDES THE 2 MONTHS RESERVE.**

_____ INITIALS

Moat Note Servicing, LLC will need to be listed as the following on all insurance policies: **Servicing Mortgagee, Non-Financial interest Holder, or Additional Interest Holder**. This will allow for Moat Note Servicing, LLC to obtain the renewal notifications and invoices that will be issued out of escrow. Client understands that if there is a shortage due to non-payment of Borrower when taxes and insurance are due that client will be responsible for the shortage. If/when the Borrower becomes current, reimbursement will be made to the client. It will be the client's responsibility to forward any invoices for taxes and/or Insurance to **Moat Note Servicing, LLC**.

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

Payments are issued on the 10th, 20th, & 30th of every month. Please reference the following:

- Payment posed from the **26th – 10th**, will be issued on the **10th**.
- Payment posed from the **11th – 20th**, will be issued on the **20th**.
- Payment posed from the **21st – 30th**, will be issued on the **30th**.

_____ INITIALS

Client understands that Moat Note Servicing, LLC will not be responsible for underlying payments.

_____ INITIALS

Client understands there is a **\$100.00 per file** set-up fee to be paid at the time of Intake with the escrows, and a charge of **\$35.00 per month** for servicing the note. The set-up fee needs to be paid at the time of submission and the \$35.00 per month fee will be deducted from the monthly payment.

_____ INITIALS

Client understands that Moat Note Servicing, LLC 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 described above.

Client Signature

First Pmt. Month	Month taxes are due in your state											
	January	February	March	April	May	June	July	August	September	October	November	December
January	2	13	12	11	10	9	8	7	6	5	4	3
February	3	2	13	12	11	10	9	8	7	6	5	4
March	4	3	2	13	12	11	10	9	8	7	6	5
April	5	4	3	2	13	12	11	10	9	8	7	6
May	6	5	4	3	2	13	12	11	10	9	8	7
June	7	6	5	4	3	2	13	12	11	10	9	8
July	8	7	6	5	4	3	2	13	12	11	10	9
August	9	8	7	6	5	4	3	2	13	12	11	10
September	10	9	8	7	6	5	4	3	2	13	12	11
October	11	10	9	8	7	6	5	4	3	2	13	12
November	12	11	10	9	8	7	6	5	4	3	2	13
December	13	12	11	10	9	8	7	6	5	4	3	2

In Texas, the Property Taxes are due in January. The preceding month and the month taxes are due, can be complicated to close in. Some Lenders may require 12 months if you close in these months to ensure taxes are paid. In the following month if taxes are paid, 2 months reserves will suffice. ***Please note: The chart above is going by the 1st payment date and not the closing date.***

Breakdown of funds issued to Moat Note Servicing, LLC:

\$100.00 File Set up fee

\$_____ Taxes escrow and reserve

\$_____ Insurance escrow and reserve

\$_____ Other _____

\$_____ **Total Payment issued to Moat Note Servicing, LLC.**

_____ **Initials**

Additional Documents

Documents can be emailed to Rpowell@MoatNoteServicing.com.

- Intake Form
- Deed of Trust
- Promissory Note
- Escrow Agreement (*If Not included in the Promissory Note*)
- Closing Statement
- Application
- Copy of Insurance

All documents listed above, will need to be provided at the time the intake form is submitted. **Notes will not be serviced until all documents have been received.**



ACH INSTRUCTIONS

If you would like payments received via ACH Deposits, we will need the following information:

- ***Type of account: Checking***
- ***Name on account:***
- ***Mailing address on account:***
- ***Name of Bank:***
- ***Bank Mailing Address:***
- ***Bank Routing Number for ACH transactions:***
- ***Account Number:***

Please attach a copy of a voided check or pre-printed deposit slip.

If You have any questions or concerns, please do not hesitate to contact us.

Moat Note Servicing, LLC
Direct: (210) 504-8878
Main: (888) 508-3118



INSTRUCTIONS TO CLOSING AGENT

1. **\$100.00 processing fee to Moat Note Servicing, LLC.**
2. **Borrower will need to sign the Payment Information Form.**
3. **Seller will need to complete, initial and sign the Intake Form.**
4. **Closing agent will need to collect escrow. We require 2 additional months of reserves on taxes and insurance. Please see the attached escrow chart for how many months of taxes need to be collected. If taxes are being paid at closing then we need 2 months reserve for taxes, and 2 months reserve on insurance. (Buyer will need to pay 1 year of insurance prior to closing).**
5. **Borrower will need to add Moat Note Servicing, LCC to the insurance as the servicing company, or non-financial third party.**
6. **After the closing has been completed, please send the intake packet and payment to:**

Moat Note Servicing, LLC
P.O. Box 171174
San Antonio, Tx 78217

Following Items must be included:

- Intake Form
- Deed of Trust
- Note
- Payment letter (*Breakdown of the payment and escrow*).
- Escrow agreement if not included in the Promissory Note.
- Closing Statement or Closing Disclosure Application (*If applicable*)
- Insurance Declarations Page and/or Policy

Please do not hesitate to contact us with any questions or concerns.

Moat Note Servicing, LLC
Direct: (210) 504-8878
Main: (888) 508-3118



BORROWER FORM

I, _____ (Borrower Name) understand that my Mortgage Payment will be collected by a Note Servicing company. I agree to send all payments to the following address and/or online, made payable **to Moat Note Servicing, LLC**.

All payments should be made payable and mailed to:

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

I understand and agree.

_____ Signature

_____ Printed Name

_____ Date

_____ Signature

_____ Printed Name

_____ Date

Please do not hesitate to contact us with any questions or concerns.

Moat Note Servicing, LLC
Direct: (210) 504-8878
Main: (888) 508-3118



BORROWER CONSENT

E-SIGN ACT DISCLOSURE CONSENT TO RECEIVE ELECTRONIC DISCLOSURES AND NOTICES

This disclosure documents your consent to conduct transactions electronically and to electronically receive written communications, written disclosures and written notices relative to the servicing of your mortgage. The disclosure also describes your rights relative to conducting transactions electronically and to electronically receiving written communications, written disclosures and written notices, as well as the consequences of withdrawing your consent. We recommend you print and keep a copy of this disclosure and as well as all disclosures and agreements related to the servicing of your mortgage.

After you consent, you will be able to communicate electronically regarding your mortgage. If you do not consent, you will not be able to communicate electronically regarding your mortgage but will still be entitled to communicate in person, by telephone, or by U.S. Mail.

You understand, prior to your consent, that:

1. Your consent only applies to written communications, written notices and written disclosures related to or required for all transactions related to the servicing of your mortgage.
2. Unless you consent, you have the right to receive all required written notices, written communications and written disclosures in paper form (ie: non-electronic)
3. After you consent, if you would like to receive a paper copy of a written communication, written disclosure or written notice, we will provide a copy free of charge after you call us or write to us at the address listed below, requesting a copy.
4. You can withdraw your consent at any time by contacting us at the number or the address listed below.
5. Your consent to conduct transactions and receive written communications, written disclosures and written notices electronically means that you agree to provide to us the information (including your current e-mail address) needed to communicate with you electronically and to update us as to any changes in this kind of information by contacting us at the number or address listed below.

We reserve the right to provide any written communications, written disclosures or written notices in physical form, rather than electronically. Except as otherwise provided by law or in other agreements, you cannot give us notices electronically, and all notices from you must be in physical form.

Contact Information

Moat Note Servicing, LLC
P.O. Box 17472
San Antonio, Tx 78217
Direct: (210) 504-8878
Main: (888) 508-3118

Your Consent

By signing below, I/we confirm that I have read and agree to the terms of the E-sign Act Disclosure above", you consent to receive disclosures and notices electronically and to the terms and conditions described above.

Borrower (date)

Co-Borrower (date)

Email



LENDER CONSENT

E-SIGN ACT DISCLOSURE CONSENT TO RECEIVE ELECTRONIC DISCLOSURES AND NOTICES

This disclosure documents your consent to conduct transactions electronically and to electronically receive written communications, written disclosures and written notices relative to the servicing of your mortgage. The disclosure also describes your rights relative to conducting transactions electronically and to electronically receiving written communications, written disclosures and written notices, as well as the consequences of withdrawing your consent. We recommend you print and keep a copy of this disclosure and as well as all disclosures and agreements related to the servicing of your mortgage.

After you consent, you will be able to communicate electronically regarding your mortgage. If you do not consent, you will not be able to communicate electronically regarding your mortgage but will still be entitled to communicate in person, by telephone, or by U.S. Mail.

You understand, prior to your consent, that:

1. Your consent only applies to written communications, written notices and written disclosures related to or required for all transactions related to the servicing of your mortgage.
2. Unless you consent, you have the right to receive all required written notices, written communications and written disclosures in paper form (ie: non-electronic)
3. After you consent, if you would like to receive a paper copy of a written communication, written disclosure or written notice, we will provide a copy free of charge after you call us or write to us at the address listed below, requesting a copy.
4. You can withdraw your consent at any time by contacting us at the number or the address listed below.
5. Your consent to conduct transactions and receive written communications, written disclosures and written notices electronically means that you agree to provide to us the information (including your current e-mail address) needed to communicate with you electronically and to update us as to any changes in this kind of information by contacting us at the number or address listed below.

We reserve the right to provide any written communications, written disclosures or written notices in physical form, rather than electronically. Except as otherwise provided by law or in other agreements, you cannot give us notices electronically, and all notices from you must be in physical form.

Contact Information

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P.O. Box 17472
San Antonio, Tx 78217
Direct: (210) 504-8878
Main: (888) 508-3118

Your Consent

By signing below, I/we confirm that I have read and agree to the terms of the E-sign Act Disclosure above", you consent to receive disclosures and notices electronically and to the terms and conditions described above.

Lender (date)
