



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: _____

Buyer 1: _____ Buyer SSN: _____ - _____ - _____

Mobile Number: _____ Buyer DL#: _____

Work Number: _____ Buyer DOB: _____

Email: _____

Address (If Different than listed Above): _____

Buyer 2: _____ Buyer SSN: _____ - _____ - _____

Mobile Number: _____ Buyer DL#: _____

Work Number: _____ Buyer DOB: _____

Email: _____

Address (If Different than listed Above): _____

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

Term: _____ Interest rate: _____ P&I: \$ _____ Taxes: \$ _____ Ins: \$ _____

Service Fee Amount (Paid by Borrower): \$ _____ HOA Dues: \$ _____ Other: \$ _____

Service Fee Amount (Paid by Lender): \$ _____

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 the underlying lien: Yes/No

Is insurance escrowed in the underlying lien: Yes/No

Attorney for Foreclosure (If Applicable)

If a borrower has not made a timely payment, we will mail the initial 120-day default letter immediately upon the borrower missing their first payment. It will be your decision as to when you would like to begin foreclosure procedures. Moat Note Servicing, LLC does not handle foreclosures, however at your instruction, we will send all requested documents to your attorney listed below.

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 CALCULATE THE AMOUNT OF TAXES. THE AMOUNT CALCULATED FROM THE CHART 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 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 the 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 must 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 posted from the **26th – 10th**, will be issued on the **10th**.
- Payment posted from the **11th – 20th**, will be issued on the **20th**.
- Payment posted from the **21st – 30th**, will be issued on the **30th**.

_____ 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 the 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.

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.***

Checklist of documents to be submitted with Intake Packet:

- ***Intake Form***
- ***Deed of Trust***
- ***Promissory Note***
- ***Escrow Agreement (If not included in the Promissory Note)***
- ***Closing Statement***
- ***Copy of Insurance***
- ***Signed Borrower Form (Pg. 8)***
- ***Lender Electronic Consent***

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.**
Documents can be emailed to Rpowell@MoatNoteServicing.com.

Breakdown of funds issued to Moat Note Servicing, LLC:

\$ _____ Set-Up Fee

\$ _____ Taxes escrow and reserve

\$ _____ Insurance escrow and reserve

\$ _____ Other

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

_____ **Initials**



ACH INSTRUCTIONS

If you would like payments received via ACH Deposits, please provide the following information:

- ***Type of account: Checking/Savings***
- ***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 we require 2 months reserve for taxes, and 2 months reserve on insurance. (Buyer must pay 1 year of insurance prior to closing).**
5. **Borrower will need to add Moat Note Servicing, LLC 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**

****Intake packets and documents can be emailed to Rpowell@MoatNoteServicing.com**

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, made payable **to Moat Note Servicing, LLC** or make the payment on-line.

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 _____



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

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.

Lender (date)
