

LOAN SERVICING CHECKLIST

The following documents are needed to complete the Loan Servicing Setup Package:

- Loan Servicing Intake Form
- SSN – Social Security Number and DOB – Date of Birth for borrower and Co-borrower (if applicable) – Please note that boarding cannot happen without SSN and servicing cannot begin.
- Copy of the RESPA “goodbye” letter only needed for loans being transferred to MMS for servicing. (transferring servicer will provide to MMS for approval)
- TOS Spreadsheet completed with loan data. (provided by transferring servicer)
- Copy of the NOTE, Endorsements (Allonges) and RIDERS (if any).
- Copy of the recorded MORTGAGE, DEED OF TRUST, SECURITY DEED or CONTRACT.
- Copy of the recorded ASSIGNMENT(S) (if any).
- Copy of the LOAN MODIFICATION or FORBEARANCE AGREEMENT (if any).
- Copy of the BANKRUPTCY PAPERS, **only needed** if the loan is in BK, and:
 1. Copy of Bankruptcy Petition or Docket.
 2. Balance and next due date at time of BK filing date.
 3. Copy of Proof of Claim with the breakdown.
 4. Copy of Trustee’s disbursement record for the pre-petition payments.
 5. Balance and next post petition payment due date if the debtor is paying directly to the creditor.
 6. Copy of Trustee’s disbursement record for the post petition payments if the trustee is paying it.
 7. Transfer of Claim filed in court showing MMS as the servicing agent.

Optional ESCROW/IMPOUNDS service: When the borrower’s monthly payment includes amounts for the payment of Property Taxes and/or Hazard Insurance, MMS will collect and hold those proceeds in a trust account and disburse the scheduled payments to the respective authority as scheduled.

Additional documents and information for this service:

Without proper escrow documents, we cannot provide accurate escrow services

- Evidence of INSURANCE.
 - Company and Contact Information
 - Policy Number.
 - Copy of the Policy.
 - Amount of the Premium (one annual disbursement).
- PROPERTY TAXES
 - Copy of Tax Assessment Bill