



POLARIS MANAGEMENT

Simplified Mortgage Servicing

Loan Servicing Checklist

PRIOR TO CLOSING:

- Completed Loan Set-up Form: Borrower Information
- Completed Loan Set-up Form: Seller (Lender) Information
- Completed Loan Set-up Form: Underlying Liens (if any)
- Authorization to Release Information (one for each underlying lien)
- Signed Loan Servicing Agreement (one for each servicing address)

AFTER CLOSING:

- Copy of Deed of Trust(s)
- Copy of Promissory Note(s)
- Copy of Settlement Statement(s)
- Copy of Tax Certificates (if escrow)
- Copy of New Insurance Statement (if escrow)