

INSTRUCTIONS FOR REQUESTING YOUR SERVICING FILE

To request your servicing file, you should call the Servicing Dept. where you send your monthly payments. Their phone number should be on the monthly statements sent to you or in the coupon book you might have received at the beginning of your loan. Ask Customer Service how you can order a copy of your complete servicing file.

Be prepared with your loan number, the address of the property which has the mortgage on it, and some other form of identification, such as the last 4 digits of your social security number.

Once connected to the correct person, tell that person that you want to order a copy of your payment history and copies of all servicing notes. As part of the conversation, please be sure to ask the following:

1. What is the address where I should send my written request?
2. Should it be addressed to a particular person or dept? If so, who?
3. Does my written request need to be notarized?
4. How much will my request cost? Who do I make the check out to?

Once you have this information, you can use the **SERVICE FILE REQUEST** form letter, below, to make your written request. Make sure you put the date that you send the letter and your home address on it at the top, left hand side. Most importantly, make sure you sign it and have it notarized if that is what the company wants.

SERVICE FILE REQUEST FORM LETTER

To Whom It May Concern:

I would like to order a copy of my complete payment history and all servicing notes, from the date my loan was placed on your system until the present. My loan number is _____ and the address of the property for the mortgage is _____. If possible, please have the documents imaged and burned onto a disk in .pdf format. If not possible, then paper copies are acceptable. Everything should be sent to our home address listed at the top of this letter.

Thank you.

Very truly yours,

NOTARIZATION