

MORTGAGE NECESSARY DOCUMENTATION

The following is a list of the documentation or items that will be required for the successful completion and release of payment for Mortgage transactions.

Mortgage Information Checklist

- ___ Copy of warranty deed
- ___ Copy of Promissory Note
- ___ Copy of the Mortgage or Deed of Trust
- ___ Copy of the Title Insurance Policy
- ___ Copy of the Hazard Insurance Policy (or evidence of hazard insurance – declaration page)
- ___ Verification of outstanding balance
- ___ Copy of the Closing Statement (or settlement statement)
- ___ Proof of payment history
- ___ Name, address and social security number of the person making payments on the note with a work and home phone number
- ___ Copies of underlying note(s) and balance (if applicable):

** Please note that there may be additional requests if necessary to properly process and complete the transaction