



## **Del Toro Loan Servicing**

### **LOAN SERVICING CHECKLIST**

#### **Basic Loan Servicing:**

**The following documents are needed:**

- \_\_\_\_\_ Loan Collection Setup form
- \_\_\_\_\_ Copy of the NOTE & AMMENDMENTS (if any)
- \_\_\_\_\_ Copy of the recorded DEED OF TRUST
- \_\_\_\_\_ Copy of the ASSIGNMENTS / EXTENSIONS (if any)
- \_\_\_\_\_ W9 or Tax ID/ Social Security number for the Borrower and the Lender
- \_\_\_\_\_ Legal or Bankruptcy documents with contact info of all attorneys

Must state effective date of transfer to Del Toro Loan Servicing

#### **Premier Loan Servicing:**

**Addition documents required:**

- \_\_\_\_\_ Evidence of Insurance (Dec page preferred)
- \_\_\_\_\_ Senior Lien information (Statement preferred) or

- Senior Mortgage/Service
- Address
- Phone Number
- Account Number
- Present Principle Balance
- Monthly Payment Amount
- Next Due Date

- \_\_\_\_\_ Request for Written NOD: Cost is \$50 plus Recording Fee
- \_\_\_\_\_ Copy of recorded Senior Deed and Title Policy
- \_\_\_\_\_ Tax Service info (for property tax tracking) Check for \$65 (SFR) or \$120 (Commercial) payable to Del Toro Holdings
- \_\_\_\_\_ Other: \_\_\_\_\_

2434 Southport Way, Ste. F National City CA 91950  
(619) 4745400 FAX: (877) 335-8676

***\$50.00 Setup Fee will be waived if loan is for longer than 6 months and package is complete***