



SERVICING GUIDELINES TABLE OF CONTENTS

- Section 1** Commercial Mortgage Servicing Group

- Section 2** Annual USAP, Custodial Bank Account & Insurance Guideline for Portfolio Loans
 - A. Annual USAP, Reg. AB, Custodial Bank Account & Insurance Guideline for Securitized Loans
 - B. Bank Account Certification (Life Companies)
 - C. Bank Account Certification –IQ6
 - D. Bank Account Certification –HQ7
 - E. Bank Account Certification –IQ8
 - F. Bank Account Certification –IQ9
 - G. Bank Account Certification –IQ11
 - H. AMFI Bank Account Eligibility
 - I. Bank Account Certification – AMFI

- Section 3** Assumption Guidelines for Portfolio Loans
 - A. Assumption Guidelines for Berkadia Securitized Loans
 - B. Assumption Guidelines for Wells Fargo Securitized Loans
 - C. Transfer Guidelines

- Section 4** Condemnation Guideline for Portfolio Loans
 - A. Condemnation Guideline for Securitized Loans

- Section 5** Correspondent 2010 Portfolio Reporting Dates

- A. Correspondent 2010 Securitized Reporting Dates
- Section 6** Determination Date Report Guideline for Securitized Loans
 - A. Determination Date Report Template
- Section 7** Portfolio Fee Schedule
 - A. Securitized Fee Schedule
- Section 8** Inspection Report Procedure for Portfolio Loans
 - A. Inspection Report Procedure for Securitized and ING Loans
 - B. Standard Inspection Form
- Section 9** Insufficient Funds Notice Guideline for Portfolio Loans
 - A. Insufficient Funds Notice Guideline for Securitized Loans
- Section 10** Insurance Monitoring Guideline for Portfolio Loans
 - A. Insurance Monitoring Guideline for Securitized Loans
 - B. Insurance Renewal Checklist
 - C. Insurance Mortgagee Clauses for Portfolio Loans
 - D. Insurance Mortgagee Clauses for Securitized Loans
- Section 11** Late Fee Guideline for Portfolio Loans
 - A. Late Fee Guideline for Securitized Loans
 - B. Late Payment Report Template
- Section 12** Lease Review Guideline for Portfolio Loans
 - A. Lease Review Guideline for Securitized Loans
 - B. Lease Brief Template
- Section 13** Loss Claim Guideline for Portfolio Loans
 - A. Loss Claim Guideline for Securitized Loans

- Section 14** Operating Statement Procedure for Portfolio & ING Loans
 - A. Operating Statement Procedure for Securitized Loans
 - B. CMSA NOI Worksheet
- Section 15** Partial Principal Prepayment Guideline for Portfolio Loans
 - A. Partial Principal Prepayment Guideline for Securitized Loans
- Section 16** Payment Monitoring Guideline for Portfolio Loans
 - A. Payment Monitoring Guideline for Securitized Loans
- Section 17** Payoff Guideline for Portfolio Loans
 - A. Payoff Guideline for Securitized Loans
- Section 18** Quarterly Trial Balance Guideline for Portfolio Loans
 - A. Quarterly Trial Balance Guideline for Securitized Loans
- Section 19** Real Estate Tax Monitoring Guideline for Portfolio Loans
 - A. Real Estate Tax Monitoring Guideline for Securitized Loans
- Section 20** Release Satisfaction Guideline for Portfolio Loans
 - A. Release Satisfaction Guideline for Securitized Loans
- Section 21** Remittance Guideline for Portfolio Loans
 - A. Remittance Guideline for Securitized Loans
 - B. Wire Instructions for Portfolio Loans
 - C. Wire Instructions for Securitized Loans
- Section 22** Reserve & Letter of Credit Guideline for Portfolio Loans
 - A. Reserve & Letter of Credit Guideline for Securitized Loans
 - B. Berkadia Escrow Disbursement Request Form
- Section 23** Servicing Transfer Guideline for Portfolio Loans

A. Servicing Transfer Guideline for Securitized Loans

Section 24 Estoppel & SNDA (Life Companies)

A. IQ3 Estoppel & SNDA

B. IQ4 Estoppel & SNDA

C. IQ5 Estoppel & SNDA

D. IQ6 Estoppel & SNDA

E. HQ7 Estoppel & SNDA

F. IQ8 Estoppel & SNDA

G. IQ9 Estoppel & SNDA

H. IQ10 Estoppel & SNDA

I. IQ11 Estoppel & SNDA

Section 25 UCC Monitoring Guideline for Portfolio Loans

A. UCC Monitoring Guideline for Securitized Loans

B. UCC Secured Party Names for Securitized Loans