



**Inspection Report Procedure for Portfolio Loans
1/1/2012**

Contact:

Loan Administration Analyst, Cincinnati, OH – For all life company serviced loans

I. Form type

- A. The current MBA Inspection Form should be completed for all non-securitized loans and those loans that are not participated with ING Investment Company.
- B. Be sure to include the Lender's loan number on the Inspection Form.
- C. If deferred maintenance is noted on the form, please include a copy of the deferred maintenance letter that was sent to the borrower along with any correspondence from the borrower commenting on the deferred maintenance.
- D. Submit a total of at least 8 property photos. Include at least 4 photos of the interior and 4 photos of the exterior.
- E. Include a current property rent roll (list the tenant, square footage, lease commencement date, lease expiration date, annual rent, CAM if applicable)

II. Where to Submit

- A. The MBA Inspection Form should be saved as an Excel file (not PDF). The property photos may be saved either as a Word, Excel, PDF, or jpg file.
- B. The MBA Inspection Form, photos and rent roll can either be sent via CD or electronically. If sending electronically, the e-mail address is OSIR@summitpartnersllc.com. Be sure to include either the Lender's loan number in the subject line or body of the e-mail. If sending via CD, the physical address is:

Summit Investment Partners
c/o Loan Administration
312 Walnut Street, Suite 2500
Cincinnati, OH 45202

Please do not send hard copies of these documents.