



Ameritas Life, Acacia Life, Union Central Life  
and affiliated companies

## **Inspection Report Procedure for Portfolio Loans 1/1/2009**

***Contact:***

***Loan Administration Analyst, Cincinnati, OH – UNIFI Co. 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](mailto: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.**