



**Payoff Guideline for Portfolio Loans
1/1/2012**

Contact:

Loan Administrator II and Loan Administration Manager, Cincinnati, OH – For all life company serviced loans

I. Requests

- A. Requests shall be sent to the appropriate Lender Contact Person.
- B. Borrower shall provide a written request (electronic messaging is acceptable) reflecting the date upon which the payoff or estimated payoff date is to occur.
- C. Lender will not provide the prepayment premium calculation method.

II. Estimates

- A. All prepayment estimates shall be calculated by Lender.
- B. Correspondent shall not provide any estimates to the borrower other than those calculated by Lender.
- C. Borrower is allowed one payoff estimate every six (6) months free of charge. Any subsequent requests will be assessed a fee. If the payoff occurs within six (6) months of the subsequent estimate, the fee collected from the borrower will be deducted from the payoff processing fee collected at closing.

III. Fees

- A. See ***Fee Schedule***.

IV. Final Payoff

- A. The final payoff amount will be as directed by Lender.
- B. If the payoff does not occur as scheduled and the regular scheduled monthly payment becomes due, the borrower will need to make the payment in accordance with the loan documents in order to avoid a late fee accrual. If a payment is remitted, a revised payoff will need to be recalculated.
- C. Accrued interest is collected from the last payment date received through one day prior to the final payoff date based upon rate calculation method of

30/360. **Note:** Interest shall be collected from the last payment date through the date of payoff for ING participated loans.

- D. Correspondent should monitor the status of the payoff and advise Lender immediately when the funds are wired or in the event the payoff is re-scheduled or withdrawn.
- E. All payoff funds shall be wired directly to Lender.
- F. A final payoff letter will be provided via electronic mail with the payoff figures and wire instructions. Correspondent shall not provide borrower with any other letter other than Lender's payoff letter.

V. Escrows

- A. All escrowed funds shall be returned to the borrower within 30 calendar days of full repayment.

VI. Accounting

- A. Lender's Investment Accounting representative will provide correspondent with the allocation of the payoff funds.

VII. Release or Satisfaction of Mortgage

- A. See the Correspondent Servicing Guideline titled ***Release Satisfaction Guideline for Portfolio Loans*** related to a release or satisfaction of mortgage.

Disclaimer:

Lender reserves the right to exercise all rights and remedies under the various loan documents.