



**Real Estate Tax Monitoring Guideline for Portfolio Loans
1/1/2012**

Contact:

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

I. Tax Monitoring

A. Verification

1. All tax receipts should be verified for accuracy. Verify the parcel number, property address, borrower information and if any unpaid taxes are due.
2. Acceptable evidence of paid tax receipts are:
 - a. Receipt from the taxing authority.
 - b. Detailed payment history from the taxing authority website.
 - c. Borrower cancelled checks attached with a copy of the tax bill.
 - d. Correspondent checks attached with a copy of the tax bill for escrowed loans.

B. Parcel Changes

1. Notify Lender if a parcel changes immediately. Parcel changes should be investigated to determine that the security is not affected. In the event the parcel change affects the collateral, it should be forwarded to the Loan Administration Manager for review.

C. Submission of Tax Receipts

1. Each Tax Receipt should be submitted **individually** by electronic mail no later than **15 days** after it is due.
2. All receipts should be emailed to Tax@summitpartnersllc.com. Subject line of the email should list the Lender name and Lender loan number. For example: *Union Central Life Tax Receipt #208111* or *Ameritas Tax Receipt #034000*.
3. Lender will provide the status of any expired or and pending tax payments for tracking purposes.

II. Delinquent Taxes

A. Action Steps

1. If taxes are not paid, immediately notify the Loan Administrator II.

2. As directed by Lender, a 30 day cure letter should be sent immediately to the borrower. A copy of the cure letter shall be provided to the Loan Administrator II.
3. If the borrower remains non-responsive after the expiration of the cure letter, Lender will direct the next appropriate action step.

III. Escrows

A. Analysis

1. The Correspondent shall perform an escrow analysis to ensure adequate funds are maintained to ensure the timely payment tax assessments.
2. A minimum one (1) month cushion shall be included in the escrow analysis.

B. Lender Notification

1. Correspondent shall notify Lender in the event the borrower fails to pay the new escrow amount. As directed by Lender, a 30 day cure letter should be sent to the borrower.

Disclaimer:

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