

Servicing Transfer Guideline for Securitized Loans
1/1/2012

Contact:

Loan Administration Manager, Cincinnati, OH – Ameritas Mortgage Funding, Inc. (AMFI), serviced securitized loans

I. Transfer

- A. As determined by Summit, loans may be transferred from one servicing Correspondent to another.

II. Documentation

- A. The effective date for the transfer will be determined by Summit.
- B. The current servicing Correspondent shall provide a notice to the borrower in the form of a “Goodbye Letter” indicating the effective date of the transfer and the new Correspondent contact information.
- C. The current servicing Correspondent shall work with the Summit and the new servicing Correspondent as it relates to loan data information and loan documentation.
- D. Documentation to be provided to the new servicing correspondent includes but is not limited to:
 - 1. Insurance – Insurance Agent will need to be notified
 - 2. Tax Receipts
 - 3. UCC original and continuation filings
 - 4. Borrower Financials
 - 5. Inspection Report
 - 6. Loan History
 - 7. Grace Day’s (if appl.)
 - 8. Accrued Late Fees (if appl.)
 - 9. Borrower Contact Information
 - 10. Recent Escrow Analysis (if appl.)
 - 11. Loan Documents (i.e. Promissory Note, Mortgage/Deed of Trust, Escrow, Assumption or Modification Agreement)
- E. The new servicing Correspondent shall provide a notice to the borrower in the form of a “Welcome Letter” with the effective date of the transfer and new contact information.