



**Servicing Transfer Guideline for Portfolio Loans  
1/1/2012**

***Contact:***

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

**I. Transfer**

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

**II. Documentation**

- A. The effective date for the transfer will be determined by Lender.
- 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 Lender 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.