



Loan Servicing Setup Form

SERVICE SELECTION: (PLEASE MAKE CHECKS PAYABLE TO LAKE CITY SERVICING)

Monthly Servicing Fee: _____ STANDARD BASIC - Loan Amounts Less than \$500,000
 _____ STANDARD BASIC - Loan Amounts Greater than \$500,000
 _____ SPECIALTY LOAN SERVICING*

Property Tax Tracking _____ **OPTIONAL SERVICE - ADDITIONAL FEES APPLY**

Insurance Tracking _____ **OPTIONAL SERVICE - ADDITIONAL FEES APPLY**

*these loans include pre-foreclosure, matured, AITD loans and other high touch loan servicing.

INVESTOR/LENDER INFORMATION:

Lender Account Number: _____ Company: _____

Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Home/Cell Phone #: _____ Work: _____

Email: _____ SSN/EIN #: _____

Additional Authorized Contacts:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

PAYMENT INFORMATION: (ACH may also be available (form is attached) – Please Call to confirm)

Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

PAYOR/BORROWER INFORMATION:

Primary Borrower AND Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home/Cell Phone #: _____ Work: _____

Email: _____ SSN/EIN #: _____

Co-Borrower AND Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home/Cell Phone #: _____ Work: _____

Email: _____ SSN/EIN #: _____



LOAN INFORMATION:

Address: _____
Loan Amount: _____ Loan Type: I/O: Partial Amortization: Full Amortization:
Prepayment Penalty: Yes or No / Prepayment Amount: _____ Prepay Expires: _____
Loan Term: _____(months) Payment Frequency: Monthly Quarterly No-Payments–Payoff
Interest Rate: _____ Late Charge: _____ No. of Days Until Late: _____
1st Payment Date: _____ Payment Amount \$: _____ Maturity Date: _____
Funding Date: _____ Late Fee Distribution: Lender: _____ LCS: **50%** Other: _____
Additional Information: _____

REQUIRED DOCUMENTS:

- SET-UP FORM
- COPY OF FULLY SIGNED PROMISSORY NOTE
- COPY OF FULLY SIGNED MORTGAGE/DEED
- COPY OF ASSIGNMENT (**IF ANY**)
- BORROWER SIGNED W-9 (**MUST HAVE AT LOAN SET-UP**)
- LENDER SIGNED W-9
- INSURANCE DEC PAGE – (**IF TRACKING**)
- OTHER _____

LCS CHECKLIST (OFFIC USE ONLY):

- SET-UP FORM
- COPY OF FULLY SIGNED PROMISSORY NOTE
- COPY OF FULLY SIGNED MORTGAGE/DEED
- COPY OF ASSIGNMENT (**IF ANY**)
- BORROWER SIGNED W-9 (**MUST HAVE**)
- LENDER SIGNED W-9
- INSURANCE DEC PAGE – (**IF TRACKING**)
- OTHER _____
- PAYMENT FOR SERVICES

SIGNATURE:

All persons or entities to whom the above described obligation is owed ("Lender") must sign this form and hereby authorize and instruct Lake City Servicing to service the Note(s) and Deed(s) of Trust /Mortgage(s) or Instruments described above, and to collect and disburse proceeds received in accordance with the programs and

Lender shall indemnify, defend and hold Servicer and its officers, directors, parent companies, affiliates, subsidiaries, successors and assigns harmless from any and all claims, demands, causes of action, losses, damage, fines, penalties, liabilities, costs and expenses, including reasonable attorney's fees and court costs, sustained or incurred by Servicer by reason of or arising directly from third party claims or actions that were caused by or resulted from (A) any actions or omissions in respect of any loan or property of any prior servicer, sub-servicer, owner or originator of a loan or property, and/or (B) taking any action, or refraining from taking any action, with respect to any loan or property, that result from the malfeasance, willful misconduct or gross negligence of Lender, Lender's sub servicers, contractors, or agents, or from the failure of the Lender to provide Servicer the originals of any loan documents in order to allow Servicer sufficient time to timely process satisfactions, payoffs and releases, and/or (C) any and all liability related to the information provided by Lender and contained herein, or provided separately by Lender, and the accuracy of such information.

Printed Name:

Printed Name:

Signature:

Signature:

Dated:

Dated: