

DOCUMENT CHECKLIST

You do not need to send the entire set of documents. Please complete your contact information then proceed to the inventory checklist. Once finished, print this page and use it as your fax or email cover sheet.

If for some reason you do not have these documents they can be requested by the lender. The more complete the package the more thorough the examination will be. The more thorough the examination, the more likelihood it will reveal information that will be helpful in fighting your foreclosure case. Other documents that are on the list, but that you may not have are all documents that have been filed with your county concerning your particular deed of trust ie; Notice of default, substitution of trustee, substitution of beneficiary, mortgage assignment, etc. Go to you county recorders office and ask to get certified copies of all documents relating to your deed of trust. We can provide you with a template letter to request docs from your Lender.

Homeowner Name:

Homeowner Address:

Homeowner City, State, Zip:

Property Address:

Property City, State, Zip:

COUNTY

Phone: **Cell:** **Other:**

Email:

What was the closing date of your loan? This loan was a: Purchase Loan Refinance Loan

Owner Occupied? Yes No If "No," did you occupy the property when you originated this loan? Yes No

Items in **Red** are the minimum documents required for examination and must be sent. Items in **Blue** are helpful for examination and if you have them, include them with your fax or email. All other documents in **Black** are required disclosures that must be provided to you prior to the final consummation and must be inventoried but not sent. Please check only those boxes which represent the documents you have in your possession.

- Final Closing Statement or Final HUD provided to you after closing.**
- Estimated Closing Statement /Good Faith Estimate provided at time of signing.**
- Final Truth in Lending Statement/Disclosure provided at time of document signing.**
- Promissory Note or Adjustable Rate Note (first three pages for faxing or email)**
- Adjustable Rate Rider (if applicable)**
- Notice of Right to Cancel (refinance loans and second loans only ALL COPIES)**
- Prepayment Penalty Rider or Addendum (if applicable)**
- Deed of Trust or Mortgage (Depending on what State the Property is Located in)**
- Loan Application**
- Last Monthly Mortgage Statement, front & back**
- Notary Page of Recorded Grant Deed (any notarized doc that discloses signing date)**
- Lenders Instruction to Escrow (only those pages that contain numbers)**
- Arm Program Disclosure**
- Credit Score Disclosure (must include credit scores)**
- Fair Lending Notice or Anti-Discrimination or Equal Lending Notice**
- Right to Copy Of Appraisal**
- Privacy Pledge or Right to Privacy or Privacy Policy**
- Balloon Payment Addendum or Disclosure (if applicable)**
- Servicing Transfer Disclosure or RESPA Servicing Disclosure**
- Furnishing Of Negative Information or Credit Reporting Disclosure**
- Domestic Partnership Addendum or Disclosure**

Originated through a Mortgage Broker? Yes No

If "Yes" please completes the following checklist.

- Broker's Truth in Lending Statement or Disclosure**
- Broker's Good Faith Estimate**
- Broker's Original Loan Application**
- Broker's Fee Agreement**
- Right to Copy Of Appraisal**
- Fair Lending Notice or Anti-Discrimination or Equal Lending Notice**
- Servicing Transfer Disclosure or RESPA Servicing Disclosure**

Is your property in foreclosure? Yes No

If "Yes" please complete the following checklist.

- Notice of Default**
- Notice of Sale (if date has been set)**
- Notices of Substitution of Trustee**
- Lender's Due Diligent Letters**

Should you have any questions, please call 541-844-1830

Print this form then include it as a cover sheet with your fax or email

**Fax Documents to 503-419-9875 or scan and Email To
agentshelper@gmail.com**

Note: If faxing, insure legal size documents are not cut off.

**Cost of Forensic Loan Examination is \$ 995.00
If 2nd mortgage is with a 2nd lender add \$ 300.00**

Send check or money order payable to TriStar Marketing Group

To: 1056 Green acres Rd. # 308 Eugene, Oregon 97408

**Fee may be payable on George Trans Website
Exam will not be ordered until payment is complete**