



EXISTING NOTE DOCUMENTATION CHECKLIST

The following is a checklist of documents needed by **EquiCapital Source** to process the purchase of your real estate note:

- Copy of the Promissory Note
- Copy of the **Recorded** Mortgage or Deed of Trust
- Copy of the Mortgagee Title Insurance Policy
- Copy of the Hazard Insurance Policy (or evidence of hazard insurance)
- Copy of the Closing Statement (or Settlement Statement) – must be signed
- Location Map (if Rural Property)
- Completed Note Purchase Data Sheet
- Photos of the property, description of the property and of any improvements made since the note date – such as a new roof, room additions, etc.
- A running record of the payment history on note for the last twelve months (copy of deposit slips, copies of checks, etc.)
- Mobile Home Title or Certificate of Affixture if applicable

Upon receipt and satisfactory review of this information by our underwriting staff, **EquiCapital Source** will order an appraisal, title insurance update and credit report. We will then schedule a closing ten days after the final documentation is received by our office.

At closing we will need the **original note and the original deed of trust or mortgage**. If you have any questions, please call EquiCapital Source at (888) 876-0430.

** In addition to the foregoing, if the subject note is in a junior lien position (second mortgage), the following items should also be included:

1. Name and address of senior mortgage holders.
2. Detailed information about the amount, method of payment, interest rate and escrow provisions in regard to the senior mortgages (an exact copy of the first mortgage and note would be helpful.)

REMEMBER – this is a team effort! The sooner we have all the documentation, the sooner we can conclude the transaction. Our entire organization is trained to treat you and your note with the highest priority.