



SUPERIOR
Loan Servicing™

“Superior Service for Superior Clients”

Loan Servicing Order Form

Client Contact Info

Contact Company Name:		
Contact Name:	Additional Contact:	
Address:		
City:	State:	Zip:
Work Phone:	Cell Phone:	Email:

Borrower Information

Borrower Name:	SS#/Tax ID:	
Co-Borrower Name:	SS#/Tax ID:	
Address:		
City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:
Contact Name (if borrower is a company):	Email:	

Loan Information

1ST TD/MTG <input type="checkbox"/>	2ND TD/MTG <input type="checkbox"/>	Other <input type="checkbox"/>
Property Address:		
Interest Only <input type="checkbox"/>	Partial Amortization <input type="checkbox"/>	Full Amortization <input type="checkbox"/>
Prepayment Penalty: <input type="checkbox"/> Yes <input type="checkbox"/> No	Prepay Expires:	
Loan Term: (Months)	Payment Frequency:	
Interest Rate:	Sold Rate	Late Charge %: No. of Days Until Late:
Late Fee Distribution: Lender	SLS 50%	Other
Servicing Fee Per/Lender Per/Month: \$20.00 File Setup Fee \$30.00		
Servicing Paid By: Lender: <input type="checkbox"/> Other:	File Setup Paid By: Lender: <input type="checkbox"/> Other:	
Additional Information:		
Loan Status: (check all that apply) Foreclosure <input type="checkbox"/> Bankruptcy <input type="checkbox"/> Loan Modification <input type="checkbox"/> Forbearance Plan <input type="checkbox"/>		
Loan Type: (check all that apply) Purchase <input type="checkbox"/> Refinance <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other <input type="checkbox"/>		
Owner Occupied: <input type="checkbox"/> Yes <input type="checkbox"/> No		

SLS Held Funds *All funds must be made payable to Superior Loan Servicing.*

Interest Reserves – Amount:	# of Months	
Rehab/Construction Reserves – Amount:	# of Draws	(additional fees for distribution apply)
Other*: Amount:	Description:	(*additional fees may apply)
Impound Account: <input type="checkbox"/> Yes (\$45 Setup Fee/ \$20 per month/per loan) <input type="checkbox"/> No		
Property Tax Amount: 1st Installment \$	2nd Installment \$	
Property Insurance: Annual Premium \$		

Required Documents *Please submit the following documents along with your order to Servicing@slsbox.com. - Note / Deed of Trust or Mortgage / Borrower & Lender W-9's / Closing Statement / Evidence of Insurance / All other collection related documents – Personal Guaranty, Riders or Addendums to the Note or Deed of Trust, Back End Fee Agreements, rehab/construction draw agreements.*