



The following form provides a list of the documents required to be provided to Superior Loan Servicing at the time of boarding. Failure to provide the listed items may result in a hold on your new account until all documents have been received.

Loans involving multiple lenders are required to send the original Note and the recorded Deed(s) of Trust with a wet signature. Superior Loan Servicing does **NOT** store original documents for single lender loans.

Servicing File Content Requirements			
	Document	Accepted Doc.	Provided
Loan Documents			
1	Note, including any applicable Addendum, amendment or modification to the Note	Copy	
2	Deed of Trust / Mortgage	Copy	
3	Final Closing Statement / HUD	Copy	
4	Title Insurance Policy and any subsequent endorsements	Copy	
5	UCC Documents (UCC-3)	Copy	
6	Assignment of Contracts, if applicable	Copy	
7	Assignment of Rents, if applicable	Copy	
8	Assignment of Leases, if applicable	Copy	
9	Borrower W-9	Copy	
10	Lender W-9	Copy	
11	Lender ID Form	Copy	
Servicing Documents			
12	SLS Servicing Form	Copy	
13	Insurance Declarations Page or EOI/COI	Copy	
14	Estimated Escrow Analysis, if applicable	Copy	
15	Most Recent Tax Bill, if applicable	Copy	
16	Impounded Escrow Sheet (for multiple properties, if applicable)	Copy	
Service Transfer Documents (if applicable)			
17	Goodbye Letter / 30 Day Notice of Transfer	Copy	
18	Borrower Payment History	Copy	

Please check-off all provided documents to ensure the SLS Boarding Department has received all required documentation.