



SUPERIOR
Loan Servicing™

SERVICING SIMPLIFIED

LOAN SERVICING ORDER FORM

Client Contact Information (for the loan file order)					
Company Name		Select one	<input type="checkbox"/> Broker	<input type="checkbox"/> Direct	<input type="checkbox"/> Other
Address		SLS Account No. (Existing Clients)			
City		State		Zip Code	
Contact Name		Additional Contact			
Work Phone		Work Phone			
Cell Phone		Cell Phone			
Email		Email			

Borrower Information					
Borrower or Company Name					
Contact Name (First & Last)		SSN / TAX ID			
Co-Borrower Name		SSN / TAX ID			
Mailing Address					
Home Phone		Work		Cell	
Borrower Email		Co-Borrower Email			

Loan Information (for additional properties, please use the Additional Property form)							
Loan Number		Interest Rate		<input type="checkbox"/> Sold Rate			
Skim Splits (Difference of Note Rate vs Sold Rate)		Pay to SLS Account No.		% of skim	Pay to SLS Account No.		% of skim
Loan Amount		Payment Frequency		Loan Priority			
Interest Charged on: <input type="checkbox"/> Full Loan Amount <input type="checkbox"/> UPB (unpaid principal balance if loan not fully funded)				Current UPB			
Funding Date		1 st Payment Date		Maturity Date			
Property Address					Property Type		
Property APN		Interest Calculation		Occupancy			
Property Value		Late Charge %		Days Until Late			
Loan Type		Lender Late Fee%		Originator/Client Late Fee%			
Servicing Paid by: <input type="checkbox"/> Lender <input type="checkbox"/> Borrower (must be in the loan agreement, payable to lender) <input type="checkbox"/> Other: _____							

SLS Held Funds - All funds must be made payable to Superior Loan Servicing			
<input type="checkbox"/> Interest Reserves	Amount		# of Months
<input type="checkbox"/> Construction/Rehab Hold Back	Amount		
<input type="checkbox"/> Other	Amount	Description	
Additional Funds not held by SLS (please describe)			

Assignment Information							
Assignment Date							
Skim Splits (Difference of Note Rate vs Sold Rate)	Pay to SLS Account No.		% of skim	Pay to SLS Account No.		% of skim	

Impounds			
Property Tax <input type="checkbox"/>	Insurance <input type="checkbox"/>	Cushion Collected \$	
County			
Next Installment due			
Installment Due Dates			
Any additional agency information list below			
Notes:			

**Please submit the following documents along with your order form to
boarding@slsbox.com**

Required Documents

- **Note**
- **Deed of Trust or Mortgage**
- **Final 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**
- **Copies of Tax Bill(s)**
- **Estimated Escrow Analysis**