

INSTRUCTIONS FOR FILLING OUT MORTGAGEE CHANGE FORMS

1. COMPLETELY FILL IN-COMPLETE NAME AND ADDRESS DO NOT LIST "SEE ATTACHED" AND ALSO ENCLOSE YOUR FORM. WE CAN NOT PROCESS A REQUEST IN THIS MANNER.
2. YOU MUST LIST LOAN NUMBER. IF YOU DO NOT HAVE ONE, HOLD OFF SENDING US THE FORM UNTIL YOU DO. WE CAN NOT PROCESS YOUR REQUEST WITHOUT A LOAN NUMBER.
3. IF THE CUSTOMER HAS ONLY 1 POLICY WITH US (HAZARD OR FLOOD-NOT BOTH) YOU ONLY NEED TO FILL THE RELEVANT FORM OUT-NOT BOTH FORMS.
4. WE CAN NOT INCREASE COVERAGE JUST BECAUSE THE CUSTOMER IS GOING INTO MORE DEBT. IF YOU WANT COVERAGE INCREASED YOU MUST ALSO FAX US AN UP TO DATE APPRAISAL FOR US TO REVIEW WITH A SEPARATE REQUEST TO INCREASE COVERAGE. THE APPRAISAL MUST LIST A VALUE BY COST APPROACH THAT IS NOT USING THE ELIMINATION METHOD. WE WILL THEN REVIEW YOUR REQUEST, DO A REPLACEMENT COST ESTIMATOR AND ADVISE YOU IF IT IS POSSIBLE.
5. IF YOU ARE DOING A FIRST MORTGAGEE CHANGE YOU MUST LIST WHETHER POLICY IS ESCROWED OR NOT. WE CAN NOT PROCESS A FIRST MORTGAGEE REQUEST WITHOUT ESCROW STATUS COMPLETED.
6. YOU MUST CLEARLY PRINT YOUR NAME AND THE MORTGAGE COMPANY YOU REPRESENT ALONG WITH PHONE AND FAX NUMBER AT THE BOTTOM OF THE FORM. WE CAN NOT PROCESS ANY CHANGE REQUEST WITHOUT THIS CLEARLY LISTED.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL US BEFORE FILLING OUT FORM. 727-544-7311

PLEASE FAX FORM(S) BACK TO US AT: 727-544-7617 THEN HAVE YOUR CUSTOMER CONTACT US TO GIVE THEIR VERBAL CONSENT

HAZARD MORTGAGE CHANGE REQUEST

CUSTOMER NAME: _____

PROPERTY ADDRESS: _____

ACTION(S) REQUESTED: EFF DATE: _____ ESCROWED: YES NO

[] DELETE 1ST MORTGAGE, ADD REPLACEMENT 1ST MORTGAGE:

_____ Loan# _____

[] ADD 1ST MORTGAGE TO PREVIOUSLY UNMORTGAGED PROPERTY:

_____ Loan# _____

[] DELETE 2ND MORTGAGE & ADD REPLACEMENT 2ND MORTGAGE:

_____ Loan# _____

[] ADD 2ND MORTGAGE:

_____ Loan# _____

[] DELETE 2ND MORTGAGE:

UNDER PENALTIES OF PERJURY I DECLARE THAT I HAVE OBTAINED CONSENT FROM THE CUSTOMER NOTED ABOVE AND THAT THE MORTGAGE COMPANIES I AM REQUESTING TO BE CHANGED HAVE ALREADY APPROVED THE CUSTOMER. I UNDERSTAND THAT IF THE LOAD DOES NOT GO THROUGH THAT I WILL NOTIFY YOU IN WRITING

MORTGAGE REPRESENTATIVE SIGNATURE

DATE SIGNED

PRINTED NAME

MORTGAGE COMPANY REPRESENTING

PHONE # () _____ - _____ FAX # () _____ - _____

FLOOD MORTGAGE CHANGE REQUEST

CUSTOMER NAME: _____

PROPERTY ADDRESS: _____

ACTION(S) REQUESTED: EFF DATE: _____ ESCROWED: YES NO

[] DELETE 1ST MORTGAGE, ADD REPLACEMENT 1ST MORTGAGE:

_____ Loan# _____

[] ADD 1ST MORTGAGE TO PREVIOUSLY UNMORTGAGED PROPERTY:

_____ Loan# _____

[] DELETE 2ND MORTGAGE & ADD REPLACEMENT 2ND MORTGAGE:

_____ Loan# _____

[] ADD 2ND MORTGAGE:

_____ Loan# _____

[] DELETE 2ND MORTGAGE:

UNDER PENALTIES OF PERJURY I DECLARE THAT I HAVE OBTAINED CONSENT FROM THE CUSTOMER NOTED ABOVE AND THAT THE MORTGAGE COMPANIES I AM REQUESTING TO BE CHANGED HAVE ALREADY APPROVED THE CUSTOMER. I UNDERSTAND THAT IF THE LOAD DOES NOT GO THROUGH THAT I WILL NOTIFY YOU IN WRITING

MORTGAGE REPRESENTATIVE SIGNATURE

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PHONE # () _____ - _____ FAX # () _____ - _____