

Madison Management Services, LLC

# Servicing Transfer Instructions

Service Transfer

**Transfer Contact Information:**

Servicing Team

Email Address: [servicing@madisonmanagement.net](mailto:servicing@madisonmanagement.net)

**Foreclosure Referral:**

Email Address: [foreclosure@madisonmanagement.net](mailto:foreclosure@madisonmanagement.net)

**Bankruptcy Contact:**

Email Address: [bankruptcy@madisonmanagement.net](mailto:bankruptcy@madisonmanagement.net)

### **Address Information:**

400 Morris Avenue, Suite 222  
Denville, NJ 07834

### **Hours of Operation:**

Monday – Friday 9:00 A.M. – 7:00 P.M. ET

Toll Free Number: 877-563-4164

Fax Number: 877-563-4161

### **Transfer Requirements:**

1. The Insurance Mortgagee Clause needs to be changed to:

CLIENT NAME  
C/O Madison Management Services, LLC  
400 Morris Avenue, Suite 222  
Denville, NJ 07834

Once this letter goes out, please send a copy to Madison Management Services, LLC.

2. Cancel your existing Force Placed Insurance and request any refunds. MMS will set up new Force Placed Insurance policies.
3. Transfer PMI to Madison Management Services, LLC. Provide MMS with a list of loans that have PMI. Please use the payment address listed above for all PMI Certificates transferred to Madison.
4. Transfer Tax Services to:

[servicing@madisonmanagement.net](mailto:servicing@madisonmanagement.net)

Madison Management Services, LLC  
400 Morris Avenue, Suite 222  
Denville, NJ 07834

5. Transfer Flood Insurance to:

[servicing@madisonmanagement.net](mailto:servicing@madisonmanagement.net)

Madison Management Services, LLC  
400 Morris Avenue, Suite 222  
Denville, NJ 07834

6. On Chapter 13 Bankruptcy's where the Proof of Claim has been filed, transfer the claim to Madison Management Services, LLC
7. Give Notice to the borrowers that you will no longer be drafting their monthly payment (ACH). If the borrowers are interested in continuing that service, please have them contact Madison Management Services, LLC to fill out the appropriate forms.

### **Escrow/Suspense Requirements:**

- Forward all positive escrow and suspense funds as of transfer date to Madison Management Services, LLC. Funds need to be received in a timely manner to properly transfer servicing.
- MMS will require and acquire all positive and current balances on impound accounts and partial (suspense) funds at the time of acquisition. We will not accept the net of the debit or overdrawn balances on escrow/partial accounts.

### **Loan Documents required (Imaged Files Preferred):**

- Payment History Since Loan Origination
- Collection Comments
- Copies of Goodbye Letters
- Note (including legal description, endorsements, modifications, and assumptions. Must be signed.)
- Mortgage Insurance Certificate
- FEMA Standard Flood Hazard Insurance Determination
- Current Hazard Insurance Policy
- Tax Information/Bill
- Name of Tax Service provider or Corelogic/First American Contract Number
- Escrow Disclosure Statement
- Applications
- HUD-1
- Purchase Statement
- Residential Appraisal report
- Deed of Trust/Mortgage (Must be signed. A copy of the **Recorded Mortgage** is necessary to complete the release.)
- W9 or Verification of SSN
- DU/LP
- Underwriter Loan Approval
- Credit Report(or page with FICO scores)
- Verification of Employment
- Title Policy
- Paper Assignment
- Previous Paper Assignments

## **Foreclosure Information Needed:**

- Account Number
- Borrower's First & Last Name
- Property Address, City, State, Zip
- Next Due Date
- Date Demands Sent
- Date Demands Expired
- When the file referred to foreclosure
- When the complaint was filed
- When the judgment was filed
- Any sales scheduled
- Bidding instructions
- Foreclosure Attorney Name, Address, Phone Number, and Contact
- Copies of all Demand Letters
- Copies of all Pre-foreclosure Letters (NOE1, DUE2, DUE2)
- Proof of Due diligence calls and attempts made
- Loss Mit Documentation

## **Bankruptcy Information Needed:**

- Bankruptcy Notice
- Post and Pre Petition Due Dates
- Proof of Claim transferred to Madison Management Services, LLC
- Status of Bankruptcy

## Appendix A: Data Field Requirements

### Borrower Data:

1. Borrower 1 First Name
2. Borrower 1 Middle Name
3. Borrower 1 Last Name
4. Borrower 1 Suffix
5. Borrower 2 First Name
6. Borrower 2 Middle Name
7. Borrower 2 Last Name
8. Borrower 2 Suffix
9. Mailing Address 1
10. Mailing Address 2
11. Mailing City
12. Mailing State
13. Mailing Zip
14. Home Phone
15. Business Phone
16. Cell Phone
17. Borrower 2 Phone
18. Borrower 2 Business Phone
19. Borrower 2 Cell Phone
20. Borrower 1 SSN
21. Borrower 2 SSN

### Property Data:

1. Property Street
2. Property City
3. Property State
4. Property Zip
5. Property County
6. Property Type (SFR, Condo, Multi, etc)
7. # of Units
8. Original Sales Price
9. Original Appraised Amount
10. Original Appraised Date
11. Current Appraised Amount
12. Original Occupancy
13. Legal Description

### Loan Data:

1. Original Loan Amount
2. Original Loan Term (Term in Months)
3. Original Interest Rate
4. Original P&I Payment
5. Current Interest Rate
6. Current P&I Payment
7. T&I Payment (Monthly Escrow Payment)
8. MI Monthly amount (If Applicable)
9. Date of Note
10. Funding Date
11. Maturity Date
12. Balloon Date
13. Due Date of FIRST Payment
14. Due Date of NEXT Payment
15. Interest Only Flag
16. Interest Only End Date (Term)
17. Loan Type
18. Loan Purpose Type
19. Billing Method
20. Senior Lien Amount
21. Senior Lien Holder
22. Junior Lien Amount
23. Junior Lien Holder
24. Lien Position
25. Prepayment Penalty (include %, basis, length)
26. Prepayment Penalty end date
27. Late Charge Description

### Balances:

1. Current Principal Balance (UPB)
2. Deferred Principal Balance
3. Current T&I Balance
4. Misc Fee Balance
5. Foreclosure/Bank Fees Balance
6. Current Late Charge Balance
7. Unpaid Late Charge Balance
8. Unapplied Balance
9. Loss Draft Balance
10. Negative Amortization Balance

**Hazard data:**

1. Policy type(s)
2. Expiration date of the insurance policy(ies)
3. Annual premium amount(s)
4. Name of the insurance company(s)
5. Mailing Address for insurance company(s)
6. Policy number(s)
7. Coverage amount

**Lender Placed Insurance:**

1. Policy number
2. Mortgagor's Name
3. Expiration date
4. Coverage amount
5. Premium amount
6. Lender place company name and address

**Mortgage Insurance:**

1. Month and year of the next premium due date; lender paid or borrower paid premium.
2. Amount and date of the last premium paid to the MI company;
3. Name of the MI company;
4. MI policy certification number;
5. Renewal frequency of the MI policy (i.e. monthly, annual, or single);
6. Percentage of MI coverage;
7. MI rate.
8. Identify loans in which a claim is pending payment from an MI Company.
9. Copy of claim

**Property Tax:**

1. All tax payees to whom taxes are paid are set up on the loan level
2. All tax payee mailing address to whom taxes are paid are set up on the loan level
3. All tax due dates are set to the next time taxes should be paid
4. All parcel indicators are set to identify multiple parcels
5. All tax amounts reflect the last amount paid, when paid and to whom
6. All tax payment indicators, i.e. escrow/non-escrow, are set appropriately
7. All tax contract numbers are loaded and transferable
8. All tax exempt property codes are set
9. All tax types (i.e. county, city, school, etc) are included
10. Legal Description



## Appendix B: Required Documents

### Trailing Documents:

- Assignment(s) of Mortgage
- Demand Letters
- Customer Release
- Miscellaneous
- Mortgage Insurance
- Modifications
- Rate Change Notifications
- Short sale documents
- Payment History/Loan History
- Property Reports
- Loss Draft Files
- Borrower Communications
- Updated BPO or Appraisal

### Servicing Files:

- Applications (1003)
- Good Faith Estimates (GFE)
- Truth in Lending
- HUD-1
- RESPA documents
- Insurance Documents
- Legal Descriptions
- Recorded Mortgage
- Copy of Note
- Flood Cert
- Tax bills
- Tax Certs
- Title Commitment
- Final Title Policy
- Verification of Employment
- Credit documentation
- Original Appraisal