Frontier Independent Note Servicing®
Services for Brokers, Escrow and Other Title Professionals
P. O. Box 249. 420 N MacLeod #5, Arlington, WA 98223
Ph. (360) 474-4920 / email contactus@usefins.com

FINS WELCOMES THE BORROWER/ BUYER AND THE LENDER/SELLER

FOR A SERVICE AGREEMENT UNDER A PRIVATE NOTE OR CONTRACT

INTAKE FORM

This form may be filled by an individual / business or escrow/title company or agent or FINS to complete certain questions to assist in the application with FINS and Frontier Independent Note Processing, for a servicing agreement. For any information that may the unavailable to you, FINS will speak with you, review available documents and review public records to complete the formal Service Agreement and Terms and Conditions Servicing Agreement

If you wish to begin the note/contract servicing process, please complete the following information. If at any time you wish to immediately email us at contactus@usefins.com or call us at (360) 474-4920 with any questions.

BUYER/BORROWER:

____
Last Name (Company) First Name

____
Last Name (Company) First Name

____
Mailing Address City State Zip

____
Phone Number(s) Email Address **Email Receipts: YES** ☐

BUYER/BORROWER CONFIDENTIAL INFORMATION

FINS and Frontier Independent Note Processing are registered tradenames of Frontier Title and Escrow Co., Inc. If FINS is acting as Contract and Note Processor, then Documents deposited with FINS are solely for safekeeping of the BUYER/BORROWER. BUYER/BORROWER or FINS may revoke the Contract/Note Servicing Agreement anytime. If FINS is acting as a true escrow, then original documents deposited with FINS are irrevocably deposited with FINS until completion of the agreement unless the conditions of document release are satisfied as set Forth in the True Escrow

Servicing Agreement and Terms and Conditions of the Service Agreement. FINS is hereby directed to establish a servicing account on behalf of the below-named parties. Contract/Note Service Agreement or True Escrow Service Agreement consists of this document, the attached Conditions and Terms of Service Agreement and any Addendums and Original Documents.

BUYER/BORROWER's CONFIDENTIAL INFORMATION AND PAYMENT INSTRUCTIONS

Frontier Independent Note Service herein after referred to as FINS, is hereby instructed to receive all proceeds (unless other instructed in tax, insurance and/or other impounds as set forth in Paragraph 7 of these instructions) after any deductions authorized in the following as marked:

☐ Contract/Note Service Agreement

☐ True Escrow Service Agreement and to pay the same to the BUYER/BORROWER as follows:

The BUYER/BORROWER intends the following method to have funds received by FINS:

☐ Establish Automatic payments to be Deposited into a bank account (applicable fees will be deducted from this amount) Amount to be paid $___________________ This option requires completion of **FORM: Authorization for Automatic payment (Debit).**

☐ I intend for FINS to send a check to my address in the check service agreement and above.

☐ Other______________________________

We acknowledge that the information above contained in Addendum A and how the undersigned desires its payments to be made is true and correct.

If the undersigned request direct deposit, then. I (we) authorize FINS to initiate electronic credit entries, and if necessary, debit entries, to my bank account at the depository financial institution named above and credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. If my banking information changes, I will notify FINS in writing by completing a new form.

By electing to pay or receive funds by an electronic transfer, your request will be handled using a process in the National Banking System known as an "ACH" transaction. ACH stands for Automated Clearing House. Banks are subject to laws and regulations to prevent Money Laundering and other criminal activity. As a condition of using the ACH process, FINS bank requires the ability to obtain proof from parties that these transactions follow laws and regulations.

By signing this form, I confirm that I understand and agree to provide such proof upon request of the bank or their regulators.

BUYER/BORROWER:____

Signature *Date*

BUYER/BORROWER:____

Signature *Date*

BUYER/BORROWER:____

Signature *Date*

BUYER/BORROWER:____
Signature *Date*

SELLER/LENDER:

____

Last Name (Company) First Name Disbursement %

____

Last Name (Company) First Name Disbursement %

____

Mailing Address City State Zip

____

Phone Number(s) Email Address **Email Receipts: YES** ☐

Addendum B SELLER/LENDER Confidential Information and Payment Instructions.

Property Address:

____

Site Address:

____

Tax Parcel Number(s):

____

Real property address (if available)____ City _____________State____

Contract/Note Terms (if available):

Unpaid principal balance of $___________________________________ payable in installments (number of installments if available):________________________ including interests at__________ % per annum from ________________ with first balance payment on or before Date:________________☐ Not Applicable

Interest will be calculated daily unless parties choose another way or if there is specific calculations in Note/Contract agent: ☐ 30 day month 360 days a year with the exception of the first or last payment interest for a partial month will be calculated at 365 day year. ☐ How interest is specified in the note or contract____

____

____

☐Contract/NoteTerms____

____

Changes in the Future As outlined in the initial document or any modification documents-

____

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Terms and Conditions of Servicing Agreement:

SET-UP FEE: ☐ SELLER/LENDER ☐ BUYER/BORROWER ☐ SPLIT 50/50

SERVICING FEE: ☐ SELLER/LENDER ☐ BUYER/BORROWER ☐ SPLIT 50/50

The two basic agreements that FINS provides are:

CONTRACT/NOTE SERVICE AGREEMENT
This type of agreement provides for all the processing of payments, any impounds, tax disclosures, special instructions etc. copies of presently existing documents are held by FINS. The parties, SELLER/LENDER or FINS may revoke the servicing agreement at any time.

TRUE ESCROW SERVICE AGREEMENT
This type of agreement provides for most of the items in the Contract Note Servicing Agreement. This service also holds the original documents and documents that can be transferred by FINS to complete the escrow on payoff. The SELLER/LENDER can only revoke the true escrow upon the agreement of all the parties except in the event of extenuating circumstances. In the event of death, incompetency or other commonly occurring circumstances this is a contract that protects both parties.

FEES
Presently there is the same set up and servicing fee for both types of collections.

☐ I would like additional information on the types of Service Agreements with FINS

☐ The BUYER/BORROWER prefers the ☐ True Escrow Agreement ☐ Contracted/Note Service Agreement

☐ The SELLER/LENDER prefers the ☐ True Escrow Agreement ☐ Contracted Note Service Agreement

☐ The parties hereto prefer ☐ True Escrow Service Agreement ☐ Contract/Note Service Agreement

IMPOUND ACCOUNT

FINS offers an Impound account for taxes, insurance and other purposes including, Homeowners association dues, etc. An Impound Account provides for the setting aside for funds with the monthly payments to pay taxes, insurance when the bill is due. This service provides a monitoring of payments for those intermittent charges. Impounds may be required by an earnest money agreement or a service that a person may request. If you are interested in an Impound Account, please advise ☐ YES ☐ NO.

PRIOR LIEN IMPOUND ACCOUNT

FINS offers Prior Lien Impound accounts. This is only available if there are prior encumbrances. Prior Lien impound accounts are important if there is an underlying debt in a note or mortgage on the property and there is not a due on sale clause on an instrument from a prior indebtedness. An impound account protects the Payor/Borrower to assure that the payments on indebtedness is being paid. If you are interested in a Prior Lien Impound Account, please advise ☐ YES ☐ NO.

HOLDING DOCUMENTS

DOCUMENT SAFEKEEPING

We offer a service to safe keep your important land documents. Original document safe keeping is in the True Escrow including final original documents that complete the transaction. In Contract/Note Service Agreements FINS will keep original present documents or copies and final documents. Holding original documents of the original transaction and final documents are in the discretion of the Seller/Lender. FINS, in the Contract/Note Service Agreement, does require copies of the documents of the original transaction. There is no charge for holding documents. If individuals wish FINS to hold documents that are not part of a Contract/Note or True Escrow Service Agreement, there is a charge. If you are interested in Contract/Note Service Agreements, please advise ☐ YES ☐ NO.

SOCIAL SECURITY INFORMATION

This should be communicated to FINS privately from the closer or other party using an IRS Form ____________.

MISCELLANEOUS SERVICES REGARDING PAYMENTS

We offer Note processing for mobile homes that are personal property similar to what we offer for real property. We offer in lease /option situations and for the sale of a business. We will process the payments and will hold documents.

MISCELLANEOUS SERVICES WITH ADDITIONAL CHARGES AS PART OF THE BASIC COLLECTION

Please see our fee schedule. Please advise if you have interest in any of these services.