

**Moat Note Servicing, LLC**  
P.O. Box 17472  
San Antonio, Tx 78217  
210-669-4021 Shannon  
210-599-7140 Fax  
shannon@moatnoteservicing.com email

## **Instructions to Closing Agent**

1. \$100.00 processing fee to Moat Note Servicing
2. Borrower will need to sign the Payment Information Form
3. Seller will need to fill out and initial and sign the Intake Form
4. Closing agent will need to collect escrow, we require 2 additional months of reserves on taxes and insurance. Please see the attached escrow chart for how many months of taxes need to be collected. If taxes are being paid at closing then we just need the 2 months reserve for tax, plus the 2 months reserve on insurance.
5. Borrower needs to add Moat Note Servicing, ISAOA to the insurance as the servicing company, or non-financial third party.
6. After closing please send closing package and check to

Moat Note Servicing, LLC  
P.O. Box 171174  
San Antonio, Tx 78217

We will need the following items

Intake Form  
Deed of Trust  
Note  
Payment letter (or something that shows the breakdown of the payment and escrow.  
Escrow Agreement if Not included in the Note  
Closing Statement/Closing Disclosure  
Application (if you have one)  
Insurance