



REQUIREMENTS FOR NEW SET UP

- Original complete Account Servicing Instructions;
- Original Promissory Note;
- Copy of Recorded Deed of Trust;
- Original executed Beneficial Release and Reconveyance;
- If we are holding an Impound account, we will need a complete Authorization for Reserve Account form along with proof of payment of current taxes due and a copy of the current paid insurance policy.
- Copy of Settlement Statement and escrow instructions or purchase contract.
- Payment history if any payments have already been received.

****Fees:**

- Promissory Note (P&I) only with two payees:
Set-up fee: \$200.00; Monthly fee; \$19.00
- If we service an impound account:
Set up fee: \$100.00 in addition to the \$200 for set up of note;
Monthly fee: \$19.00 in addition to the \$19.00 for note account;
- In addition, there is a fee of \$95.00* for the Tax Service Contract Fee (*For loan amounts up to \$499,999.99). This amount should be included in the fee check payable to Canyon State Servicing Co., LLC.
- We will also require deposits of the expired portion of the taxes and insurance.
- If there are more than 2 payees on an account, the monthly fee will be increased by \$4.00 for each additional payee.

*****Please note:**

- Fees are subject to change;
- Incomplete set-up packages will be rejected and returned.

Thank you for selecting Canyon State Servicing Co., LLC for your servicing needs.

Please contact our office 602-224-5980 if you should have any questions.

CanyonStateServicing.com

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