



Dear Client,

Thank you for choosing Weststar Pacific Mortgage as your loan servicing agent. As one of the nation's leading providers, we bring you the benefits of our extensive experience and nationwide reach. Our services are designed to ensure your transactions are handled efficiently and accurately, giving you peace of mind.

As a licensed provider of loan servicing for over 40 years, Weststar has the expertise, knowledge, and technology to provide you with unequalled service.

At Weststar, we understand how crucial it is to have efficient and accurate transactions. Therefore, upon the borrower's request, we can draft funds to ensure timely payments without any inconvenience. To make it even more convenient for you, we have included an auto-draft form that you can quickly fill out to opt for this service. Similarly, upon the lender's request, we can directly deposit funds to ensure hassle-free receipt of payments. We have also included a direct deposit form for your convenience to initiate this service.

We know you will be pleased with the quality of service you receive from our customer service staff. Should you have any questions regarding your account or loan servicing in general, please feel free to contact us. Our Customer Service Team is available via email at [PhxCustomerService@westloan.com](mailto:PhxCustomerService@westloan.com) or via telephone at 602-279-9663 or 800-530-0332.

In addition, be sure to include your email address on the servicing instructions sheet. Once your account is set up, you can view your payment and loan details by logging into [www.westloan.com](http://www.westloan.com) (instructions are included in this package).

We value your opinion! Please email [PhxFeedback@westloan.com](mailto:PhxFeedback@westloan.com) and tell us how we're doing!

We look forward to being a member of your loan servicing team and sincerely appreciate your business!

Sincerely,

*Jasmine Sanchez*

Jasmine Sanchez  
Branch Manager

## Close Out Request and Checklist

Date: \_\_\_\_\_

To: \_\_\_\_\_

Please accept this letter as formal instructions to close account number \_\_\_\_\_. Your prompt attention to this matter is greatly appreciated and will help facilitate a smooth transfer process.

Effective Date of Transfer: \_\_\_\_\_.

Please send the items on the attached checklist to:

**Weststar Pacific Mortgage  
2525 E Camelback Rd.  
Ste. 1101  
Phoenix, AZ 8501**

We request the file to be "closed" after the release of these documents.

Thank you,

Borrower 1 Name (typed or written legibly): \_\_\_\_\_

Borrower 1 Signature: \_\_\_\_\_

Borrower Name (typed or written legibly): \_\_\_\_\_

Borrower 2 Signature: \_\_\_\_\_

Lender 1 Name (typed or written legibly): \_\_\_\_\_

Lender 1 Signature: \_\_\_\_\_

Lender 2 Name (typed or written legibly): \_\_\_\_\_

Lender 2 Signature: \_\_\_\_\_

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## DOCUMENTS CHECKLIST

- A copy of this letter and checklist
  - Original Note, Agreement for Sale, Purchase Contract, or Original Personal Property (Chattel Note)
  - Original executed or unexecuted release documents
  - Original Assignments and/or Modifications
  - All other original documents in the file
  - Complete Account Listing, including all communication logs and file notes
  - Complete Payment History
  - Complete Impound History
  - Complete Analysis History and a copy of all notices
  - Most recent year-end statements
  - All hazard insurance documents
  - All property tax documents
  - All Homeowner's association documents
  - All Bankruptcy notices and records
  - All outstanding Fee Notices
  - All payoff requests/notices
  - All Default and Foreclosure documentation
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## CHECKLIST

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### REQUIRED FOR ALL NEW ACCOUNTS

**A new account will not be accepted for servicing without these items.**

- Birthday information for all parties
  - Social Security Number or TIN # for all parties
  - Servicing Instructions Sheet signed by all parties (wet signatures or DocuSign only)
  - Setup Fee (see servicing instructions sheet)
  - Property Parcel Number (if real property)
  - Closing Statement (if closed by title company)
  - Legible copy of picture ID for all parties
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### DOCUMENTS CHECKLIST

- Original Note – Deed of Trust – Executed Release OR Weststar Pacific Mortgage Named as Trustee on AZ Loans
  - Agreement for Sale – executed but unrecorded warranty deed
  - Purchase Contract – executed but unrecorded warranty deed
  - Original Personal Property (Chattel) Note
- 

### IMPORTANT FOR ACCURATE PROCESSING

Taxes and Insurance collection (if applicable)

- Copy of insurance certificate
- Copy of tax certificate
- Copy of HOA invoice (if applicable)



### IMPORTANT FOR ACCURATE PROCESSING (continued)

Special Instructions Noted on servicing instruction sheet

- Maturity Date (if applicable)
- Prepayment penalty and/or Termination Fee (if applicable)
- Balloon penalty (if applicable)
- Special Payment Processing Instructions

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### OPTIONAL

- Direct Deposit Form completed and signed by lender
- Automatic Withdraw Form completed and signed by borrower

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### UNDERSTANDING INTEREST CALCULATION METHODS

**Periodic Interest** means that interest is calculated on a 360-day year and 30 days between payments regardless of the date of payment.

**Daily Interest** means that interest is calculated on a 365-day year and the actual number of days between payment dates.



**LOAN SERVICE INSTRUCTIONS**  
**Weststar Pacific Mortgage**

*This is authorization to establish a Loan Service Account. We agree to the standard fees charged on this account. We herewith deposit with you the following and instruct you to disburse as herein directed.*

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**ACCOUNT INFORMATION**

Note Interest Rate %: \_\_\_\_\_

Calculation method (periodic or daily, refer to checklist for description): \_\_\_\_\_

Interest Start Date: \_\_\_\_\_

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**Payment**

First Payment Due Date: \_\_\_\_\_

Maturity Date: \_\_\_\_\_

APN or Parcel required if real property: \_\_\_\_\_

Service Fee ( Borrower, Lender, or Split - refer to fee schedule): \_\_\_\_\_

Principal and Interest Amount (per pmnt): \$ \_\_\_\_\_

Impound Amount (per pmnt – if to be impounded by Weststar): \$ \_\_\_\_\_

Borrower Fee Estimate (subject to update by WPM): \$ \_\_\_\_\_

Wrap-around (Underlying) Lien Amount (if applicable): \$ \_\_\_\_\_

**TOTAL ESTIMATED PAYMENT AMOUNT: \$ \_\_\_\_\_**

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**Late Charge**

\$ or % Late Fee: \_\_\_\_\_ # of days allowed: \_\_\_\_\_

**If Late fee is not paid (check one):**

Add to Balance:     Reject Payment:     Accrue:

Are there other late provisions such as dollars per day etc? (Y/N): \_\_\_\_\_

Automatic Reminder Notice sent at 15 days for an additional fee? (Y/N): \_\_\_\_\_

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**Impound Collection**

N/A:     Taxes:     Insurance:     HOA:

Please note: Weststar collects and pays taxes and insurance in-house; therefore, we do not use a tax service.

Insurance Policy or Binder #: \_\_\_\_\_

**Address for Insurance Underwriter (cannot be Agent unless commercial property):**

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Homeowner's Association Account # (if applicable): \_\_\_\_\_

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**\*\*\* Borrower Initials:** \_\_\_\_\_

**\*\*\* Lender Initials:** \_\_\_\_\_

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## CONTACT INFORMATION

### **Borrower(s):**

**Borrower 1 Name:** \_\_\_\_\_

Borrower 1 Address: \_\_\_\_\_

Borrower 1 City, State, and Zip: \_\_\_\_\_

**Borrower 1 SS or TIN Number (required):** \_\_\_\_\_

**Borrower 1 Birthdate (required):** \_\_\_\_\_

Borrower 1 Phone Number: \_\_\_\_\_

Borrower 1 Email Address: \_\_\_\_\_

**Borrower 2 Name (if applicable):** \_\_\_\_\_

Borrower 2 Address: \_\_\_\_\_

Borrower 2 City, State, and Zip: \_\_\_\_\_

**Borrower 2 SS or TIN Number (required):** \_\_\_\_\_

**Borrower 2 Birthdate (required):** \_\_\_\_\_

Borrower 2 Phone Number: \_\_\_\_\_

Borrower 2 Email Address: \_\_\_\_\_

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### **Lien Holder(s)**

**Lender 1 Name:** \_\_\_\_\_

Lender 1 Address: \_\_\_\_\_

Lender 1 City, State, and Zip: \_\_\_\_\_

**Lender 1 SS or TIN Number (required):** \_\_\_\_\_

**Lender 1 Birthdate (required):** \_\_\_\_\_

Lender 1 Phone Number: \_\_\_\_\_

Lender 1 Email Address: \_\_\_\_\_

**Lender 2 Name (if applicable):** \_\_\_\_\_

Lender 2 Address: \_\_\_\_\_

Lender 2 City, State, and Zip: \_\_\_\_\_

**Lender 2 SS or TIN Number (required):** \_\_\_\_\_

**Lender 2 Birthdate (required):** \_\_\_\_\_

Lender 2 Phone Number: \_\_\_\_\_

Lender 2 Email Address: \_\_\_\_\_

**\*\*\* Borrower Initials** \_\_\_\_\_

**\*\*\* Lender Initials** \_\_\_\_\_

**Underlying Lien Information (if applicable)**

Lien Holder Name: \_\_\_\_\_

Lien Holder Address (Required): \_\_\_\_\_

Lien Holder City, State, and Zip: \_\_\_\_\_

Lien Holder Loan Number: \_\_\_\_\_ Lien Holder Phone Number: \_\_\_\_\_

Lien next payment due: \_\_\_\_\_

Lien full payment amount: \$ \_\_\_\_\_

Are taxes and Insurance included in this loan? (Y/N): \_\_\_\_\_

**Property Type**

**Required**

Residential

Commercial Property

Vacant Land

Chattel

**SPECIAL INSTRUCTIONS**

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\*\*\*Borrower Initials: \_\_\_\_\_

\*\*\*Lender Initials: \_\_\_\_\_



## **TERMS AND CONDITIONS GOVERNING LOAN SERVICING FOR ALL PARTIES**

Weststar Pacific Mortgage agrees to act as a Loan Servicing Agent for the parties pursuant to this Loan Servicing Agreement. In accepting this Loan Service and designating Weststar as Loan Servicing Agent, the parties hereto mutually agree to this instruction sheet and the following terms and conditions.

1. The duties and responsibilities of Weststar are limited to those expressly set forth in this Agreement. All payments are subject to acceptance by the lien holder and clear funds.
2. Weststar shall not be responsible or liable: (i) for the sufficiency, accuracy, or correctness of the form, manner of execution, execution, or validity of any paper, instrument or document deposited hereunder, or any description of property or other thing therein, (ii) the identity, authority, or rights of the persons executing or delivering, or purporting to execute or deliver any paper instrument or document. Further, the parties hereto acknowledge and agree that Weststar shall not be called upon to construe any contract or instrument deposited herewith.
3. In accordance with Weststar's published fee schedule and servicing instructions, the servicing fees due are to be paid by the parties designated. Weststar shall have the right to change its fees from time to time. **Please note** fees shall continue to accrue until the account is formally closed and all fees then due have been paid. Weststar may refer the fee balance due to attorney for collection. The parties hereto agree to pay for all legal services associated with collecting that balance.
4. If a payment is more than 15 days past due (or as may be otherwise directed), and the parties have instructed Weststar to send a past due reminder notice, Weststar shall send the reminder notice and the Purchaser/Payer shall pay the fee for the service, in accordance with the fee schedule then in effect.
5. Weststar shall be authorized to electronically deposit and/or draft proceeds from the collection account, if that service has been requested. This service shall be provided as a convenience and Weststar shall have no responsibility if the receiving party: (i) fails to make deposits; or, (ii) makes a credit to another account. Weststar shall not be responsible for the bank's charges relating to the deposit/draft. Weststar's obligation shall be expressly limited to the prompt deposit and/or drafting of funds, as available. If a party receives money or a deposit that is not due them, they shall immediately notify Weststar.
6. If Weststar remits a payment without waiting for checks or drafts to be honored by the institution upon which they are drawn, the Payee agrees to hold Weststar harmless from any loss sustained by reason of the dishonoring of said checks or drafts. In the event any check or draft is dishonored by the institution upon which it is drawn, and Weststar has remitted such payments, Payee shall return such payments to Weststar within five (5) business days from the date requested by Weststar.
7. If a release of any lien described in the Loan Documents is not provided to Weststar when the account is setup, the party who is obligated to provide the release shall provide the release upon request by Weststar. If the release is not provided when requested, Weststar may hold final funds until the release is provided.
8. Weststar shall have the right to resign as loan servicing agent by giving the parties thirty (30) days written notice. Weststar shall also have the right to assign its duties as loan servicing agent to other licensed individuals or entities upon thirty (30) days' notice.
9. In the event fees that are due are not paid and the non-paying party voluntarily or involuntarily loses his rights to the property through a deed-in-lieu, non-judicial foreclosure, judicial foreclosure or otherwise, the other party or parties hereto agree to collect and forward all fees due Weststar prior to or immediately after the transfer of title.
10. As a material consideration for Weststar's acceptance to act as the loan servicing agent, it is agreed that Weststar shall not be liable for any of its acts or omissions done in good faith, nor shall it be liable for any claims, demands, losses or damages made, claimed or suffered by any party to this Agreement, excepting such as may arise through or be caused by Weststar's gross negligence. Each of the parties to this Agreement agree to indemnify Weststar and hold Weststar harmless from all costs, damages, judgments, attorney's fees, expenses, obligations and liabilities of any kind which Weststar may incur or suffer in connection with or arising out of the services provided hereunder, except such as may be caused by Weststar's gross negligence. Weststar is hereby given a lien and a contractual right to set off upon and against all rights and interest of each of the undersigned to all interests in any property, paper, instruments, documents and all monies arising there from to protect Weststar's rights to indemnification and reimbursement under this Agreement. The right to set off may be exercised at Weststar's sole discretion, without notice to the parties hereto or any party who may have an interest.
11. In the event any conflict or controversy arises concerning any act or failure to act by Weststar or Weststar receiving conflicting demands for any act or failure to act, the parties hereto expressly agree and consent that Weststar shall have the absolute right, in its sole discretion, to either (a) withhold all money, property, paper instruments or documents deposited herewith and stop all further proceedings in, and performance of this loan servicing until a mutual agreement has been reached between all parties hereto, or (b) file suit in interpleader to have the court decide the dispute. In the event Weststar files an interpleader suit, or in the event any party interested in the Loan Servicing Agreement files an action against Weststar, Weststar shall be fully released and discharged from all obligations imposed upon it in this Agreement, except for claims arising from Weststar's gross negligence. In the event a suit is brought by or against Weststar, the parties to this loan servicing agreement jointly and severally agree to pay Weststar all costs, expenses and reasonable attorney's fees which it may expend or incur in such action.

**\*\*\*Borrower Initials:** \_\_\_\_\_

**\*\*\*Lender Initials:** \_\_\_\_\_

- 12. Weststar shall be entitled to recover its reasonable attorney fees incurred in the enforcement of any provision of this Agreement, including but not limited to fees incurred in the collection of any money that may be due Weststar pursuant to the terms of this Agreement, whether or not a lawsuit is filed. Further, Weststar shall be entitled to recover its reasonable attorney’s fees incurred in responding to any writ or levy served upon it, which attorney’s fees may be satisfied out of the monies due to the party whose interest has been garnished, levied upon or otherwise attached.
- 13. Weststar shall have the absolute right, in its sole discretion, to update this Agreement with proper notice to all parties. This agreement shall be binding on all parties hereto, their heirs, legal representatives, successors and assigns.
- 14. Weststar Pacific Mortgage is complying with the “Know Your Customer” and Anti-Money Laundering requirements of the US Patriot Act. Weststar has implemented appropriate due diligence and risk management procedures and will service only those accounts which meet these requirements.

**FEE SCHEDULE BELOW IS SUBJECT TO CHANGE**

Setup Fee without Impounds (Per Balance Collected)	\$150.00
Setup Fee with Impounds (Per Balance Collected)	\$225.00
Setup Fee if Transferred From Another Servicer	\$10.00
<b>Transaction/Servicing Fee with one ACH direct deposit</b>	
<b>Monthly</b>	<b>\$13.00</b>
Quarterly	\$39.00
Semi-Annual	\$78.00
Annual	\$156.00
Additional Disbursement by check	\$5.00 per month per add’l ck (payee fee)
Receipt by Paper	\$5.00 per month per receipt
<b>Collection for Taxes and/or insurance</b>	<b>add’l \$6.00 per month</b>
Disbursement from the impound account	\$8.00 per disbursement
Assignment or Assumption Fee	\$100.00
Successor in Interest	\$50.00
Partial Release	\$100.00
Verifications	\$25.00
Holding Documents/Dormant accounts	\$156.00 per year
Close Out (Withdrawal & Affidavits)	\$150.00
Close Out on Payoff	\$125.00
Bring-Current Statement	\$40.00
Payoff Statement	\$100.00
Payoff Statement Update	\$40.00 (if pmnt recd/new statement req.)
Recording Fee	Actual Charge
Modification and Addendums	\$100.00
Late Reminder/Delinquency Notice	\$20.00
<b>Insufficient Funds/Returned Items</b>	<b>\$25.00</b>
<b>Void and Reissues/Stop pay</b>	<b>\$29.00</b>
Reconveyance Fee	\$125.00
Demand Monitor Fee	\$145.00 (includes 1 dmd stmt, 1 fax, 1 update, foreclosure monitoring)
Fed Ex Fee	\$25.00
Bankruptcy Management/Adj Rate Payments	\$25.00 per month (additional)
Research/Special Handling/Manual Calculation	\$50.00 min. per hour
Document Signing Fee (For Trust Services)	\$125.00
Storage Retrieval	\$35.00

By signature below I agree that I have read and understand the terms of the Servicing Instruction Terms and Conditions as stated in this seven (7) page agreement and agree to place the attached documents with Weststar Pacific Mortgage for servicing.

\*\*\***Borrower 1 SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\***Borrower 2 SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\***Lender 1 SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\***Lender 2 SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**THIS SECTION APPLIES TO THE BENEFICIARY ONLY HOWEVER  
SETUP WILL NOT BE ACCEPTED IF NOT COMPLETE**

In 2010, the Dodd-Frank Wall Street Reform and Consumer Protection Act (the Dodd-Frank Act) amended the Real Estate Settlement and Procedures Act (RESPA) of 1974, which is implemented by Regulation X and the Truth in Lending Act (TILA), which is implemented by Regulation Z, with regard to the servicing of certain residential mortgage loans. The Consumer Financial Protection Bureau (CFPB) issued rules in January 2013 to implement these Dodd-Frank Act amendments to RESPA and TILA. These rules were finalized in October of 2013 with interim final rules for implementation.

Please be advised that in accordance with the final rules as implemented, any loan that is made by a “Creditor,” which is defined differently under RESPA and TILA, is required to be compliant with the Act and related rules during the course of its servicing period. RESPA relies on the following definition of “creditor” provided in 15 U.S.C. 1602(g):

The term “creditor” refers only to a person who both (1) regularly extends, whether in connection with loans, sales of property or services, or otherwise, consumer credit which is payable by agreement in more than four installments or for which the payment of a finance charge is or may be required, and (2) is the person to whom the debt arising from the consumer credit transaction is initially payable on the face of the evidence of indebtedness or, if there is no such evidence of indebtedness, by agreement.

Under RESPA and its implementing regulations, the definition of “creditor” is further narrowed as follows:

A creditor is a person that makes or invests in residential real estate loans aggregating more than \$1,000,000 per year. For purposes of this definition, the term “creditor” does not include any agency or instrumentality of any State, and the term “residential real estate loan” means any loan secured by residential real property, including single-family and multifamily residential property.

Similarly, TILA and Regulation Z applies “to each individual or business that offers or extends credit ... when four conditions are met: (1) the credit is offered or extended to consumers, (2) the offering or extension of credit is done regularly, (3) the credit is subject to a finance charge or is payable by a written agreement in more than four installments, and (4) the credit is primarily for personal, family, or household purposes.” See 12 CFR 1026.1(c)(1). In evaluating the applicability of requirements and liability under TILA/Regulation Z, it is necessary to determine whether a person or entity is acting as a “creditor” as defined by 12 CFR 1026.2(a)(17). In relevant part, TILA/Regulation Z defines the term “Creditor” as follows:

A person who regularly extends consumer credit that is subject to a finance charge or is payable by written agreement in more than four installments (not including a down payment), and to whom the obligation is initially payable, either on the face of the note or contract, or by agreement when there is no note or contract.

See 12 CFR 1026.2(a)(17)(i). The phrase “regularly extends consumer credit” is explained as follows:

A person regularly extends consumer credit only if it extended credit (other than credit subject to the requirements of § 1026.32) more than 25 times (or more than 5 times for transactions secured by a dwelling) in the preceding calendar year. If a person did not meet these numerical standards in the preceding calendar year, the numerical standards shall be applied to the current calendar year. A person regularly extends consumer credit if, in any 12-month period, the person originates more than one credit extension that is subject to the requirements of

See 12 CFR 1026.2(a)(17)(v). Significantly, although a person generally must extend more than five dwelling-secured transactions to be considered as regularly extending consumer credit, under Regulation Z, making even one HOEPA or Section 32 loan through a mortgage broker qualifies as regularly extending consumer credit.

See (<http://www.consumerfinance.gov>) for further clarification.

**Weststar Mortgage Corporation suggests that you review this with your legal advisor to determine if you fall under the “creditor” rules.**

((continued))

Please review these new rules and mark the appropriate box stating if you meet the criteria of as creditor as defined by the CFPB.

I have read the new CFPB rules and understand the definition of a “creditor” and agree that I DO fall under the rule as a creditor.

I have read the new CFPB rules and understand the definition of a “creditor” and have determined that I DO NOT fall under the rule as a creditor.

Under the final rule, the CFPB requires every servicer to contact each Lender/Creditor to determine what “Foreclosure Prevention Alternatives” the Lender/Creditor offers, if any, and to make that information available to the borrowers should they become delinquent in their mortgage loan payments. Weststar Mortgage Corporation must be able to prove that you provided us with your “Foreclosure Prevention Alternatives,” if any, that you are willing to offer to your borrower(s).

Please choose one of the below options. Please attach additional documents as necessary for Option 2.

**Option 1:**

No “Foreclosure Prevention Alternatives” are offered.

**Option 2:**

Please follow the below instructions on all my loans.

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**\*\*\*Lender SIGNATURE:** \_\_\_\_\_

**\*\*\*Lender SIGNATURE:** \_\_\_\_\_



## AUTOMATIC WITHDRAWAL REQUEST FORM

REQUEST DATE: \_\_\_\_\_

BORROWER NAME: \_\_\_\_\_

WESTSTAR ACCT NUMBER: \_\_\_\_\_

PAYOR BANK NAME: \_\_\_\_\_

PAYOR ABA ROUTING: \_\_\_\_\_

PAYOR BANK ACCOUNT NUMBER: \_\_\_\_\_

ACCOUNT TYPE: \_\_\_\_\_

TRANSFER AMOUNT \$ \_\_\_\_\_ DATE OF FIRST TRANSFER: \_\_\_\_\_

FREQUENCY OF TRANSFER: \_\_\_\_\_

**BE AWARE FUNDS WILL NEED TO BE IN THE BANK ACCOUNT THE BUSINESS DAY PRIOR TO THE DATE OF THE SCHEDULED POSTING, AS THE DRAFTING PROCESS WILL BEGIN THE BUSINESS DAY BEFORE POSTING.**

Please be advised that if the date of transfer occurs on a weekend or holiday, the draft will take place on the business day before that date. Written requests to stop drafts must be received by Weststar at least three (3) business days before the scheduled draft.

Please accept this letter as your authorization to draft payments for the above-referenced account. A Voided check from the bank account is attached. I understand this service is provided as a convenience to me. Weststar Pacific Mortgage (Weststar) shall have no responsibility for the bank's failure to make the draft from my account or for bank changes relating to the draft. Weststar's liability is limited to the prompt drafting of the amount of total payment due. I understand it is my responsibility to inform Weststar of any monies drafted from my account by Weststar that should not have been.

\_\_\_\_\_  
Payor Authorized Signature

**\*Please include a voided check or printout from your bank showing the routing and account number. This will ensure accuracy when the prenote is sent to your bank.**



## DIRECT DEPOSIT REQUEST FORM

DATE: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_

WESTSTAR ACCOUNT NUMBER: \_\_\_\_\_

DEPOSIT FUNDS TO:

BANK NAME: \_\_\_\_\_

ABA ROUTING/TRANSIT NUMBER: \_\_\_\_\_

BANK ACCOUNT NUMBER: \_\_\_\_\_

CHECKING: \_\_\_\_\_ SAVINGS: \_\_\_\_\_

Please accept this letter as your authorization to electronically deposit proceeds from the above-referenced account. I understand this service is provided as a convenience to me, and Weststar Pacific Mortgage (Weststar) shall have no responsibility for the bank's failure to make the deposit to my account or for the bank's charges relating to the deposit. Weststar's liability is limited to the prompt deposit of funds. I understand it is my responsibility to inform Weststar of any monies deposited into my account by Weststar which are not due to me.

\_\_\_\_\_  
Authorized Signature

**\*Please include a voided check or printout from your bank showing the routing and account number. This will ensure accuracy when the prenote is sent to your bank.**



## WEBSITE SUPPORT INSTRUCTIONS

1. From [www.westloan.com](http://www.westloan.com), click on the “**Real Estate Contract Login**” link.
2. Click on the “**New User**” link.

The next screen will ask you to register a new account.

3. Your email address is your username. Enter your username on the **Register** page along with a valid password using the rules displayed on the screen. The password should include:
  1. Uppercase character (A-Z)
  2. Lowercase character (a-z)
  3. Numeric Digit (0-9)
  4. Special Character (.,[]{}|V?!@#%&\*())
  5. It must be at least 6 characters long.
4. A link will be sent to your inbox to confirm your email address. After you confirm your email address, you will be able to log in.
5. Once you log in, you will be brought to a one-time-only screen to connect your loan to your username. This screen is the **Find Your Loan** screen.
  - a. **Type:** Loan
  - b. **Loan Number:** xxxxxxxxxx
  - c. **Secret:** The full social security number that we have on file for this account. (Nine digits, no dashes)
6. Once the display reads that you’ve ‘**Successfully linked service account**’, select the **Go to Dashboard** link.

You will no longer need the **Find Your Loan** screen. The next time you log in, you will be brought directly to the **Dashboard**.

7. Click **Detail View** to see a summary of your loan’s information.
8. On the left-hand side of the screen, you will see options for **Payment History & Impound History**.