

Weststar Loan Servicing, Inc
2340 Paseo Del Prado, Ste D-104
Las Vegas, NV 89102

Telephone: (702) 252-0439
Fax: (702) 252-0740
Toll Free: (800) 827-2301

REQUIREMENTS FOR SETTING UP A NEW LOAN SERVICING ACCOUNT

Dear New Client:

The following information is required to set up your new loan servicing account with **Weststar Loan Servicing, Inc:**

- _____ Weststar Loan Service Instructions **completed and signed by all parties**
- **Note: Please complete item #7 on reverse side of Loan Service Instructions.**
- _____ Original Note
- _____ Original or copy of **Recorded Deed of Trust**
- _____ Grant Bargain Sale Deed (if any)
- _____ Contract of Sale and Memorandum of Contract of Sale (if any)
- _____ Closing Statement
- _____ Property Tax Information (if we are to collect and pay)
- _____ Insurance Information (if we are to collect and pay)
- _____ HOA Statement (if we are to collect and pay)
- _____ 2 Months Cushion for Impound Account (**only if we are to impound**)
- _____ Social Security Number/Tax Identification Number for all parties to the loan (as requested on the Weststar Loan Service Instructions)
- _____ Picture ID's for all parties to the loan (as requested on the Weststar Loan Service Instructions)
- _____ Please Specify who pays our servicing fees (as requested on the Weststar Loan Service Instructions)
- _____ Check for Set Up Fee-\$100 for Note & Deed of Trust (\$125 if Impounding); \$125 for Contract for Sale or AITD (\$150 if Impounding) See Loan Service Instructions for Fee schedule-**Please contact our office at (702) 252-0439 for Setup Fees on Multi-Investor Loans.**

If you have any questions, please contact our office at 702-252-0439 or toll free at 877-827-2301.

Thank you for your interest in Weststar and we look forward to working with you.

Sincerely,

Weststar Loan Servicing