



### Welcome to Evergreen Note Servicing!

We are pleased you have chosen to do business with us. No other account servicing company offers such easy access to information, leading-edge technology and personalized customer service.

To activate your new account, please return the following documents:

#### **REQUIRED DOCUMENTATION:**

- Completed Account Servicing Agreement (enclosed)
- Documents (Originals or Copies)
  - a. Promise Document (Note, Contract, Rental/Lease Agreement, etc.)
  - b. Security Document (Deed of Trust, Mortgage, etc.)
  - c. Release Documents (Signed Request for Reconveyance, Deed, etc.)
- Set up Fee

#### **DOCUMENTATION NEEDED FOR ADDED SERVICES:**

- Completed Impound Addendum (enclosed) – required to establish reserves/impounds for taxes, insurance, etc.
  - Recent tax bill
  - Legal description of the property
  - Copy of the insurance policy or binder
  - Impound Account Set up fee
- Prior Lien Addendum (enclosed) – required to establish payment disbursements to an underlying lienholder
  - Copy of most recent account statement/payment coupon from underlying lienholder for each lien being serviced
- Additional Parties Addendum (enclosed) – required for multiple Payees/Payors in addition to those listed on the Account Servicing Agreement
- Automatic Deposit Authorization (enclosed) – required to establish free automatic deposits to the Payee(s) designated bank account
- Automatic Withdrawal Authorization (enclosed) – required to establish free automatic payment debits from the Payor(s) designated bank account.

After completing the Account Servicing Agreement and applicable forms, please send all documents to Evergreen at [NewAccounts@notecollection.com](mailto:NewAccounts@notecollection.com). Your account will be activated upon processing of all required documentation. Both parties will receive a confirmation Welcome Letter after setup.

Please contact our Customer Service Department at (866) 358-6683 with any questions.

We look forward to servicing your account!