

**PLM LOAN PROCESSING CENTER, INC.**  
**CALDRE #01858761 NMLS #945371**  
**5446 THORNWOOD DRIVE, 2<sup>ND</sup> FLOOR**  
**SAN JOSE, CA 95123**  
**PHONE 408-370-4030**

**PLEASE EMAIL YOUR COMPLETED MODIFICATION ORDER  
SUBMISSION TO:**  
**[DOCS@PLMWEB.COM](mailto:DOCS@PLMWEB.COM)**

**MODIFICATION REQUEST FORM**

**Please send a copy(ies) of recorded Deed(s) of Trust, Promissory Note, updated Preliminary Title Report dated within 90 days (for any order other than maturity date extension), and all other information pertinent to this order in one email for review.**

Borrower: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Extension of Maturity Date: Yes \_\_\_\_\_ No \_\_\_\_\_ New Maturity Date: \_\_\_\_\_

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

Loan Modification Details: \_\_\_\_\_

Current Principal Balance: \$ \_\_\_\_\_

Additional Principal Being Advanced: \$ \_\_\_\_\_

Estimated Funding Date: \_\_\_\_\_ First New Payment Date: \_\_\_\_\_

Old Payment Amount: \$ \_\_\_\_\_

New Payment Amount: \$ \_\_\_\_\_

Additional Property(ies) to be added (if any): \_\_\_\_\_

Was there a rescission used on the original transaction? Yes \_\_\_\_\_ No \_\_\_\_\_

Was this a consumer loan? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this an owner occupied property? Yes \_\_\_\_\_ No \_\_\_\_\_

What language was your loan originally negotiated in? \_\_\_\_\_

What language was your original MLDS given in? (If applicable): \_\_\_\_\_

Position of your Loan      1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>

Type of Property      1-4 residential      Mixed Use with 1-4 residential  
Mixed Use with more than 4 residential units      Commercial      Land

Mailing Address of Borrower: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Fees:**

Modification Fee: \$ \_\_\_\_\_ PLM Doc Prep Fee: \$ \_\_\_\_\_ Recording Fees: \$ \_\_\_\_\_

Escrow Fees: \$ \_\_\_\_\_ Title Fees (Endorsements): \$ \_\_\_\_\_

Notary Fees: \$ \_\_\_\_\_ Other: \_\_\_\_\_ \$ \_\_\_\_\_

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**Order Request:**

\_\_\_\_\_ Modification for extension of maturity date only: \$350

\_\_\_\_\_ Modification for additional advance/interest rate change: \$550

\_\_\_\_\_ Modification adding additional security: \$750.00 (EACH PROPERTY THEREAFTER \$75)

\_\_\_\_\_ Redraws – \$150 - \$250 (PLM to determine)

\_\_\_\_\_ Extra Work Charge – \$150 - \$250 (PLM to determine)

Any other requests, please contact [AMBER@PLMWEB.COM](mailto:AMBER@PLMWEB.COM) and/or [LIZ@PLMWEB.COM](mailto:LIZ@PLMWEB.COM)

**PAYMENT IS REQUIRED UPON ORDERING DOCUMENTS. A CHECK MADE PAYABLE TO PLM LOAN PROCESSING CENTER, INC. MUST BE RECEIVED PRIOR TO PROCESSING THE ORDER; OR COMPLETE THE FOLLOWING CREDIT CARD AUTHORIZATION FORM. ONCE PAYMENT HAS BEEN RECEIVED AND THE REST OF YOUR ORDER HAS BEEN DEEMED COMPLETE, YOU WILL BE QUOTED A TURN-TIME FOR DOC RELEASE.**

NAME OF CARDHOLDER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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# Credit Card Authorization

Borrower Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

I (we) hereby authorize PLM Loan Processing Center, Inc. or its agent, hereinafter called COMPANY, to initiate a credit card charge to my (our) account indicated below in the amount of \$ \_\_\_\_\_, for loan documents for Loan # \_\_\_\_\_.

I further understand that should my credit card company dishonor my payment for any reason I am responsible for full payment along with any fees incurred.

I (we) acknowledge that the origination of credit card transactions to my (our) account must comply with the provisions of U.S. law.

\_\_\_\_\_  
Type of Credit Card

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Name on Credit Card

\_\_\_\_\_  
Security Code on Back of Card

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Expiration Date on Card

\_\_\_\_\_  
Email Address

I hereby authorize this credit card charge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Individual Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
e-mail address so we can send a receipt automatically

Phone No.: \_\_\_\_\_

We will automatically add a \$25.00 convenience fee on to any amount listed above for use of this service.

The undersigned Broker/Lender ("Broker/Lender") has requested document drawing services from PLM Loan Processing Center Inc. ("PLM")

The Broker hereby warrants to PLM he/she is, has, and will act in accordance with federal and state law and city/county ordinances. The Broker/Lender warrants that the loan transaction is in compliance with all of the foregoing law and ordinances. The Broker//Lender agrees to personally review or be sure the requesting Agent/Processor review the loan documents prior to the signing of said documents. The Broker/Lender understands that PLM does not have a "guarantee" on delivery times and makes best effort to deliver documents quickly. Broker/Lender holds PLM harmless for any delay in delivery of documents. Broker understands that documents shall not be prepared unless the Document Drawing Worksheet is completed and all applicable attachments have been given to PLM. PLM to commence work on documents after receipt of all required information.

Broker/Lender hereby agrees to indemnify, defend, and hold harmless PLM from any and all claims, actions, causes of actions, or liability of any kind or nature naming PLM as a defendant, which might arise during the course of or subsequent to PLM's loan processing, preparation of the loan documents, related notices and disclosures of rights, and in the preparation of any escrow instructions. PLM is a service agency only and does not guarantee the accuracy of documents/disclosures/notices of rights/instructions. The foregoing are each prepared with the understanding that the client proofreads for accuracy of spelling, calculations, content, compliance, etc.

PLM reserves the right to refuse service on any order submitted on a 1 -4 unit in which the Broker/Agent does not have a valid DRE license with a NMLS endorsement or a CFL license with a NMLS endorsement. PLM reserves the right to refuse service to any Broker in which there is a license restriction, past or present revocation, etc. PLM reserves the right to refuse service to anyone with whom PLM feels a working relationship is not cohesive. PLM reserves the right to refuse service from anyone who has outstanding fees due PLM for any reason.

All fees billed by PLM are to be paid within 10 days of billing. Should any billing be outstanding for more than 30 days, PLM has the right to charge 1.5% per month on any amounts outstanding. PLM's fee is due upon production of documents, not on delivery. This includes re-draws. Should Broker/Lender request PLM to send documents to title, Broker/Lender warrants that he/she will review documents prior to signing by borrower.

Broker agrees to send updated licenses and endorsements to PLM upon receipt so that they will not experience any delay in receipt of documents due to PLM not having copies of existing licenses. The Broker agrees to notify PLM is they, themselves, experience any change in their license which would affect the production of documents.

***PLEASE NOTE: WE DO NOT ACCEPT DOCUSIGN SIGNATURES FOR THIS ORDER.***

\_\_\_\_\_  
BROKER / LENDER SIGNATURE

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

\_\_\_\_\_  
BROKER / LENDER PRINTED NAME / DRE NUMBER

BROKERAGE NAME/DRE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
CELL/OFFICE PHONE NUMBER(S)

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