



PLM Lender Services, Inc.

46 N. Second Street, Campbell, CA 95008 Tel (408) 370-4030 Fax (408) 370-5484

NEW LOAN SUBMISSION FORM

Date: ____ / ____ / 20____

Loan No.: _____ Borrower Name: _____

Please put check marks by each item included and answer the questions below. Please note that there are items listed below that may not be required:

ENCLOSED

- _____ Check for prepaid interest/tax service fee/doc draw fee/impound/reserve/etc.
- _____ Original signed Promissory Note
- _____ Copy of signed Promissory Note (if single investor only). If original Note is not held by PLM, it is located at_____.
- _____ Copy of recorded/conformed/certified Deed of Trust
- _____ Impound Documents
- _____ If loan is NOT in 1st position, copy of Request for Notice of Default
- _____ Copies of Subordination Agreements / Assignment(s) of Deed of Trust if applicable
- _____ Copy of title insurance / title insurance policy to follow (please circle one)
- _____ Fire insurance Binder/Policy with PLM listed as Loss Payee. ***In addition, please include a copy of the 438 BFU / BU5550A / CP 12 18 06 07 Lenders Loss Payable Endorsement.***
- _____ Signed PLM Servicing Agreement for EACH Lender (Please fill out in full)
- _____ Final HUD/Closing Statement
- _____ Preliminary Title Report
- _____ Loan Application/W-9 reflecting Social Security Number(s) or Tax Id Number(s)
- Yes / No Was an RE885 MLDS completed for this loan? If so, please provide a copy.
- Yes / No Were bilingual disclosures drawn for this loan?
- Yes / No Is this a high-cost mortgage?
- Yes / No Is this a business purpose loan? If so, please provide a copy.

Property Type _____ **Occupancy:** Owner / Tenant / Vacant **Loan Position** _____

Additional Notes (if applicable-i.e., anything out of the ordinary that needs to be noted or if a different mailing address for the borrower is used other than the one listed on the loan application or deed of trust):

New Loan Submitted by: _____