

**Please provide the following documents:**

- Loan Servicing Activation Form (CBM LS10)
- Signed Loan Servicing Agreement (CBM LS11)
- Copy of the Note (and Rider if any)
- Copy of the Deed of Trust (and Assignments if any)
- Evidence of Insurance
  - Company Name and Policy Number
  - Agent's Name and Phone Number
- Copy of Borrower Application or Form 1003 (if available)
- Tax Service (for tracking property tax payments)
  - Check for \$55.00 (SFR) or \$110.00 (Commercial)

**If your loan is a junior lien we will also need:**

- Senior Lien Information:
  - Senior Lender/Service with account number
  - Address and Phone Number
  - Current Principal Balance and Monthly Payment
  - Next Due Date
- Request for Notice - Recording to Senior Lien (Provides Notification of Payment Default)
  - Cost is \$50 plus Recording Fees
  - Copy of Deed of Trust or Title Policy
  - Copy of Assignments (if any)

**Send your package to:**

Capital Benefit Mortgage, Inc.  
Loan Servicing  
2727 Newport Blvd. #203  
Newport Beach CA 92663

888.443.4777