



**Safeloanservicing.com**  
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### **Loan Servicing Checklist**

#### Prior to Closing-

- Completed Loan Set-up Form: Borrower Information
- Completed Loan Set-up Form: Seller (lender) Information
- Completed Loan Set-up Form: Underlying Liens (if any)
- Authorization to Release Information (For each underlying lien if necessary)
- Signed Loan Servicing Agreement

#### After Closing-

- Copy of Dead of Trust(s)
- Copy of Promissory Note(s)
- Copy of Settlement Statement
- Copy of Tax Certificates (if escrow)
- Copy of New Insurance Statement (if escrow)