



THE SERVICING GROUP

Dear Borrower(s),

**The Servicing Group (TSG)** has been advised that you have experienced a loss to your property. Your insurance company should make all “Loss Drafts” (LD) payable to you, the policy holders, and The Servicing Group/1<sup>st</sup> Mortgages/another payee (the payee noted in the Mortgagee Clause in your policy) so all insurance LDs need to be sent to TSG. We deposit the check(s) into a “Loss Draft” line item under your loan. Our policy for all losses is to not release funds for an individual repair (roof/paint/etc.) until the repair is complete and passes final inspection (if applicable, but required for all roof repairs). To ensure that we are able to release insurance claim funds promptly, the following documents need to be completed and returned to TSG:

- **ALL LD CHECKS FROM YOUR INSURANCE COMPANY (From Borrower(s) - with your endorsement on the check(s));**
- **INSURANCE COMPANY ADJUSTOR’S WORKSHEET (From Borrower(s)) –** the document can be referred to as the adjustor’s estimate, adjustor’s summary of scope of repairs. The document provides a detailed breakdown of the property damage and the estimate to complete the repairs (**all pages are required**);
- **CONTRACTOR’S STATEMENT (Completed by Contractor) –** the form is signed by your selected contractor(s) and gives specific contractor information to demonstrate that they are qualified to complete the specific repairs. **\*\*IMPORTANT\*\*** The contractor will provide their contractor license number, permit number (if applicable, but required for all roof repairs), and an IRS W9 form along with the completed statement;
- **SIGNED CONTRACT –** the contract between you and your contractor. The contract **must** list the property address, a description of the repairs to be completed, and the agreed-upon dollar amount of the contract. Prior to releasing funds to the contractor, the contractor **must** submit a detailed invoice and a final inspection report that shows the inspection passed;
- **THIRD-PARTY AUTHORIZATION NOTICE (Completed by Borrower(s)) –** the authorization is required if you want to authorize TSG to work/communicate directly with your contractor(s);
- **CONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT (WAIVER – Completed by Contractor) –** a form completed by your contractor as the contractor’s promise not to place a lien on the property for any reason other than non-payment. All blanks **must** be completed and the amount on the Waiver **must** match the amount of the signed contract;

8/1/2014

- **FINAL STATEMENT OF COMPLETION AND SATISFACTION** (Completed by Borrower(s)) – a form completed by you stating that all damages have been repaired to your (the borrower's) satisfaction (complete the form when 100% of the repairs are complete);

All **MAJOR** (i.e. roof, window replacement, door replacement, etc.) repairs **must** be completed by a licensed contractor; private repairs are not permitted. All disbursements will be made directly to the contractor upon receipt of a detailed invoice and an inspection report (if applicable, but required for all roof repairs).

**Please mail (regular and/or overnight) all checks and/or correspondence to:**

The Servicing Group  
5941 S. Middlefield Road, Suite 100  
Littleton, CO 80123

**Please contact us with any questions at 303-952-1070 (Local) or 855-829-8600 (Toll Free) or visit our website at [www.theservicinggroup.com](http://www.theservicinggroup.com).** Any documents and/or correspondence may be faxed to us at 303-484-2421. Please ensure that your name and/or loan number is included on all documents faxed to us.

Respectfully,

**The Servicing Group**

**Attachments:** Contractor's Statement  
Third-Party Authorization Notice  
Conditional Waiver and Release on Final Payment  
Final Statement of Completion and Satisfaction



## CONTRACTOR'S STATEMENT

\_\_\_\_\_ has been contracted to complete "Loss Draft"  
repairs to the property located at \_\_\_\_\_  
\_\_\_\_\_ owned by \_\_\_\_\_.

The undersigned affirms all work will be completed in a satisfactory manner and all applicable required building permits will be secured. In addition, the contractor will provide a "Conditional Waiver and Release" upon completion of the work.

**Contract Amount:** \$ \_\_\_\_\_ (Attach Signed Contract Copy)

A **deposit** of \$ \_\_\_\_\_ has been paid to us (Contractor).

Permit Required for Job?    **Y** or **N**    (Please Circle the Appropriate Response)

\_\_\_\_\_  
Contractor Designee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Contractor's Contract Number

(Attach a Copy)

\_\_\_\_\_  
Business and/or Contractor License Number

(Attach a W9)

\_\_\_\_\_  
Contractor's Business Tax ID Number

**NOTE: The Servicing Group** does not release information to a third-party without written authorization from the homeowner.



## THIRD-PARTY AUTHORIZATION NOTICE

**The Servicing Group (TSG)** is committed to protecting your privacy and we will not release account information to a third-party without your authorization. If you would like us to discuss your insurance loss and repairs with your contractor, please complete and return this notice (via attachment to an e-mail, fax (303-484-2421) or mail).

Please indicate the information you wish released to your contractor(s):

- \_\_\_\_\_ Information concerning inspections, including ordering an inspection;
- \_\_\_\_\_ Information concerning checks issued or the status of checks;
- \_\_\_\_\_ Information concerning documents required for processing payments;

---

**Contractor/Company Name:** \_\_\_\_\_

**Contractor/Company Tax ID Number:** \_\_\_\_\_

---

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

\_\_\_\_\_  
Mortgagor/Borrower Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Mortgagor/Borrower Signature

\_\_\_\_\_  
Date

This authorization will remain in effect until the final draw is issued. If you would like to revoke the authorization prior to the issuance of the final draw from your "Loss Draft" account, please notify TSG in writing.

NOTE: We may contact your contractor or insurance carrier for missing documents required to process your claim in the event that we are unable to reach you.

Please contact us with any questions at 303-952-1070 (Local) or 888-829-8600 (Toll Free) or visit our website at [www.theservicinggroup.com](http://www.theservicinggroup.com). Thank you.



## CONDITIONAL WAIVER and RELEASE on FINAL PAYMENT

**NOTICE:** THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE UPON RECEIPT OF PAYMENT AS NOTED BELOW. NO ONE SHOULD RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

---

**Claimant's Name:** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

---

### Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and bond payment rights the claimant has for labor and service provided, and equipment and material delivered, to the property owners on this job. Rights based on labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution where the following check is drawn:

**Maker of Check:** \_\_\_\_\_

**Amount of Check:** \_\_\_\_\_

**Check Payable To:** \_\_\_\_\_

---

### Exceptions

This document does NOT affect any of the following disputed claims for extras: \_\_\_\_\_  
\_\_\_\_\_ in  
the amount of \$ \_\_\_\_\_.

**Claimant's Signature:** \_\_\_\_\_

**Claimant's Title:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_



## FINAL STATEMENT OF COMPLETION and SATISFACTION

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

This is to certify that the repairs to the property located at \_\_\_\_\_

\_\_\_\_\_ (“Real Property”) that was damaged by \_\_\_\_\_

on \_\_\_\_\_ (Date) have been completed and that the Real Property has been restored to its original condition prior to the damages. Based on all “Loss Draft” (LD) payment notifications from **The Servicing Group**, this is to further certify that the proceeds of the LD claim number \_\_\_\_\_ received from \_\_\_\_\_ have been used to pay all outstanding bills for labor and/or materials that could create a lien against the Real Property. To the extent that any contractor, subcontractor, supplier, or material man has not been paid-in-full and files a lien against the subject Real Property, the undersigned agrees to indemnify and hold **The Servicing Group** harmless from any and all losses associated with such lien, including attorney’s fees and costs incurred resolving any such rights and agrees to defend **The Servicing Group** from the enforcement of any such lien rights in a Court of Law.

\_\_\_\_\_  
Mortgagor/Borrower Signature

\_\_\_\_\_  
Co-Mortgagor/Borrower Signature