



ROUNDPOINT

MORTGAGE SERVICING CORPORATION

Borrower Name: _____
Street Address: _____
City, State Zip: _____
Loan Number: _____

INSURANCE CLAIM DISBURSEMENT FORM

Dear Mr. / Mrs. Borrower:

RoundPoint Mortgage Servicing Corporation ("RoundPoint") thanks you for the opportunity to service your mortgage loan. This form outlines the Insurance Loss Draft Claim Disbursement process. Once the fully **endorsed insurance loss draft check** is received by RoundPoint, the following items are required to initiate the disbursement process:

For claim funds greater than \$10,000:

- Insurance Adjuster's Worksheet
- Contractor's Bill / Invoice for the repairs
- Signed Mortgagor's Affidavit
- Signed Contractor's Affidavit
- Contractor's W9

For claim funds less than \$10,000:

- Insurance Adjuster's Worksheet
- Contractor's Bill / Invoice for the repairs
- Signed Mortgagor's Affidavit

The disbursement process begins once the requested documents are received and approved. If your mortgage loan is current and the loss draft claim is less than \$10,000, the funds will be issued to you for management of the required repair work.

If your loss draft claim amount is greater than \$10,000 or if you are having difficulties making your mortgage payments, the disbursements will be issued as the repairs are completed. An initial disbursement of funds up to 20% of the total may be disbursed to begin the repair process. Subsequent disbursements of the remaining insurance loss draft claim funds are released in three installments. Subsequent installments require a property inspection be completed prior to disbursement. Please contact our Customer Service Center at least seven (7) days prior to the next disbursement request date to allow time for an inspection to be completed.

The requested documentation should be sent to:

Email: LossDraft@RoundPointMortgage.com
Fax Toll Free: (866) 930-1018
Mailing Address: RoundPoint Mortgage Servicing Corporation
P.O. Box 19389
Charlotte, NC 28219-9389

RoundPoint appreciates your business. If we can be of further assistance please do not hesitate to call us at 1-877-426-8805. Our offices are open Monday through Friday from 8:00 AM to 10:00 PM EST and Saturday 8:00 AM to 12:00 PM EST.

Sincerely,

Customer Service Department
RoundPoint Mortgage Servicing Corporation



ROUNDPOINT

MORTGAGE SERVICING CORPORATION

Notice to Customers: RoundPoint Mortgage Servicing Corporation may report information about your mortgage account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

Federal law requires us to advise you that RoundPoint Mortgage Servicing Corporation (NMLS ID 18188) is a debt collector and that this is an attempt to collect a debt. Any information obtained may be used for that purpose. To the extent your obligation has been discharged or is subject to the automatic stay in a bankruptcy proceeding, this notice is for informational purposes only and does not constitute a demand for payment or an attempt to collect indebtedness as your personal obligation. If you are represented by an attorney, please provide us with the attorney's name, address, and telephone number.

FOR TEXAS RESIDENTS: COMPLAINTS REGARDING THE SERVICING OF YOUR MORTGAGE SHOULD BE SENT TO THE DEPARTMENT OF SAVINGS AND MORTGAGE LENDING, NORTH LAMAR, SUITE 201, AUSTIN, TX 78705. A TOLL-FREE CONSUMER HOTLINE IS AVAILABLE AT 877-276-5550.

A complaint form and instructions may be downloaded and printed from the department's website located at www.sml.texas.gov or obtained from the department upon request by mail at the address above, by telephone at its toll-free consumer hotline listed above, or by email at smlinfo@sml.texas.gov.

FOR COLORADO RESIDENTS: RoundPoint Mortgage Servicing Corporation maintains an in-state office as required by 4 Code of Colorado 903-1. Colorado Manager, Inc., 80 Garden Center, Suite 3, Broomfield, CO 80020 Phone: 303-920-4763



ROUNDPOINT

MORTGAGE SERVICING CORPORATION

MORTGAGOR'S AFFIDAVIT

Borrower Name: _____
 Approximate Draft Amount \$: _____
 Loan Number: _____
 State of: _____
 County of: _____

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared on this date and who, being first duly sworn, states on his/her Oath as follows:

1. He/she is the owner of the premises known as:

No.	Street	City	State	Zip
_____	_____	_____	_____	_____

subject to mortgage, and the improvements thereon were damaged by

_____ which occurred on _____, _____, _____
 Cause Month Day Year

2. The necessary repairs have been or will be made and the property is now or will be in substantially as good condition as prior to the damage on that date.

- () Have been fully paid.
- () Will be fully paid with the proceeds from the Loss Draft.

Witness My Hand This _____ Day of _____, 20 _____

 Signature

Subscribed and sworn to before me this _____ Day of _____, 20 _____

 Notary Public

County of: _____
 State of: _____
 Expiration Date of Commission: _____



ROUNDPOINT

MORTGAGE SERVICING CORPORATION

CONTRACTOR'S AFFIDAVIT

State of: _____
 County of: _____
 Loan Number: _____
 Borrower's Name: _____

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared:

_____ Name

being first duly sworn, deposes and says he/she is:

_____ Title

_____ Firm

states on his/her Oath that he/she has or will complete all repairs occasioned by

_____ Cause

which occurred on _____ with a loss of \$ _____
 Date Loss Amount

to the property at _____

_____ Property Address

owned by _____

_____ Name of Homeowner

and all labor and material used in the performance of this work has been or is expected to be fully paid for by the mortgagor and no Mechanic or Materialman's Lien will be attached to the property as a result of the repairs.

By _____ Signature & Title

Subscribed and sworn to before me this _____ day of _____ 20 _____

County of: _____

State of: _____

Expiration Date of Commission: _____