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✓ ADMITTED IN NY ONLY
† ALSO ADMITTED IN PA
* ALSO ADMITTED IN NY
• ALSO ADMITTED IN DISTRICT OF COLUMBIA

September 16, 2011

Via Federal Express

The Honorable Walter R. Barisonek A.J.S.C
Special Master
Union County Courthouse
2 Broad Street, Courtroom 101
Elizabeth, NJ 07207

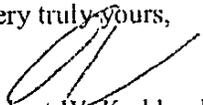
Re: Docket #F-238-11
Administrative Order 01-2010

Dear Judge Barisonek.

As you are aware, this firm represents the interests of Fannie Mae in the above referenced matter. Enclosed please find the Third Supplemental Affidavit of Seterus Inc.

Please do not hesitate to contact me if you have any questions or need further information.

Very truly yours,


Robert W. Keddie, III
rkeddie@tcslawyers.com

encl.

cc: Superior Court Clerk (via email w/encl)

IN THE MATTER OF
RESIDENTIAL MORTGAGE FORECLOSURE
PLEADING AND DOCUMENT IRREGULARITIES

) Docket #F-238-11
) Administrative Order 01-2010
)
) Administrative Order Directing
) Submission of Information From
) Residential Mortgage Foreclosure
) Plaintiffs Concerning Their
) Document Execution Practices
) To A Special Master
)

STATE OF OREGON)
) ss:
COUNTY OF WASHINGTON)

THIRD SUPPLEMENTAL AFFIDAVIT OF JOSEPH M. PERRY

Joseph M. Perry, being first duly sworn, on oath deposes and says:

1 I am the Vice President overseeing Default Management operations at Seterus, Inc. I work out of Seterus's Beaverton, Oregon and Raleigh, North Carolina offices.

2 I previously submitted affidavits (dated May 19, 2011, July 14, 2011 and August 18, 2011) in this matter in response to Administrative Order 01-2010 to describe Seterus's processes and procedures with respect to its handling, review and verification of documents submitted in foreclosure proceedings. I have prepared the instant affidavit to provide additional information and documentation in response to questions raised by Special Master Barisonek relating to my affidavit of August 18, 2011.

Question 1. Describe how Seterus inventories documents received from a prior servicer.

3 With every loan that is anticipated to be transferred to Seterus for servicing, Seterus employs several processes designed to ensure that all necessary documents are provided,

appropriately identified and loaded into Seterus's electronic document review platform to be available for access and review by Seterus Foreclosure Specialists. In brief, the process is as follows: First, before a transfer of loans from a prior servicer takes place, Seterus specifies the principal types of documents that are expected to be included in the transfer, or so called "Top Docs." These include documents such as the mortgage, any security instruments, the deed of trust, any assignments, installment contracts bonds, and the like. An example of this "Top Docs" list is attached as Exhibit A. Second, prior to executing the transfer, Seterus works with the prior servicer to ensure that the servicer has properly indexed the key documents in a manner that will allow them to be uploaded into Seterus's platform with proper indexing and identifying information. Seterus conducts a sample set "test run" to determine if additional indexing or re-indexing will be required. The loan documents are then electronically "mapped" from the prior servicer's system to Seterus's system and immediately become available to Seterus Foreclosure Specialists. They can then view and generate reports listing the documents that are included in any loan file. The overall index of potential document types, which reflects the many and varied types of documents that may be included in a transferred file, is attached as Exhibit B.

Question 2. How is a request to a prior servicer documented in the event that documents are missing or incomplete?

4. When a Seterus employee determines that a document is missing or appears incomplete, they are required to first search the SCI website, Seterus's electronic document depository, in an attempt to locate the document (or missing information). If that proves unsuccessful, Seterus employees are required to complete an electronic "Missing Documents Request Form," which is logged electronically in Seterus's Document Management department. A screenshot of Seterus's internal Missing Documents Request Form is attached as Exhibit C. Seterus's Document Management Group then performs its own investigation to locate the

missing or incomplete documentation, and if they are still unable to locate the document or information, a second "Missing Documents Request Form" is prepared and delivered to the prior servicer for investigation and fulfillment. Seterus's prior servicer Missing Documents Request Form is attached as Exhibit D. An electronic record of any such requests is maintained in Seterus's Document Management Group's database.

Question 3. Is counsel required to acknowledge that it has received each document referenced in the check list? How is that acknowledgement accomplished?

5. Seterus's New Jersey foreclosure counsel advises Seterus that they consider their internal checklists to be privileged and confidential material. Because of the attorney-client privilege, Seterus has not annexed those specific attorney checklists to this affidavit. As described in my August 18, 2011 second supplemental affidavit, when Seterus resumes foreclosures in the State of New Jersey, its Foreclosure Specialists will utilize the confidential checklists provided by its New Jersey foreclosure attorneys to document and confirm their personal review of the underlying business records supporting a particular submission. If foreclosure counsel determines that an additional document is required or that a document referenced in the checklist has not been included in the Referral Package, they will contact the responsible Foreclosure Specialist either by telephone or through the LPS secure email communication system to request that document. Seterus's policy, and direction to its foreclosure counsel, is to ensure the accuracy and completeness of any court submissions, including with respect to the inclusion of any necessary supporting documentation.

Question 4. Does the "Referral Package" have a cover sheet of some kind that lists its contents?

6. Because the Referral Package consists of both electronic data and document upload, there is not a specific "cover sheet" listing its contents. The electronic "list" of the

contents can be seen, however, when the foreclosure attorney accesses the referral through LPS. When the attorney navigates to the new file referral screen, he or she will see an electronic file folder summary of the various documents that have been uploaded.

Question 5. Confirm that the "facts" reviewed by the foreclosure specialists include amounts claimed to be due and owing.

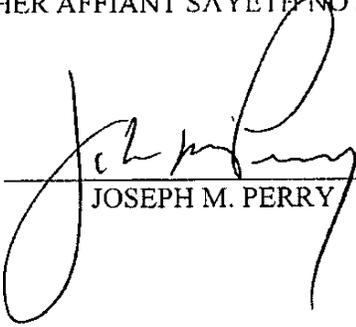
7. Yes. Seterus Foreclosure Specialists review amounts claimed to be due and owing and confirm those amounts against the underlying business records

Question 6. Who determines whether training is "successfully completed" and who is responsible for making certain that the Foreclosure Specialist "reviews and understands" any new state foreclosure requirements?

8. For new employees who are anticipated to have responsibility for document review and execution, the determination whether training is successfully completed is made jointly by the Senior Foreclosure Specialist assigned as the trainer and the line manager known as the Foreclosure Team Lead. For existing employees, the successful completion of mandatory training is built into the employee's annual and bi-annual review process, which is conducted by that employee's Foreclosure Team Lead.

9. Both New Jersey foreclosure counsel and Seterus's Compliance Department are responsible for bringing any new state foreclosure requirements to the attention of Seterus's Foreclosure Specialists. Such new requirements are included in any necessary spot training or updates and, as appropriate, incorporated into Seterus's Job Aide and state-specific matrices for future reference and use by Foreclosure Specialists. Any such new requirements also would be reviewed as part of Seterus's continuing quality assurance process, both by department-level managers and as part of Seterus's internal Quality Control Group's performance review process.

FURTHER AFFIANT SAYETH NOT.

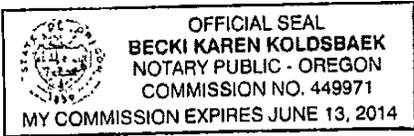


JOSEPH M. PERRY

Sworn to before me this
15 day of September 2011



Notary Public



SUPPLEMENTAL AFFIDAVIT OF JOSEPH M. PERRY

EXHIBIT A

"Top Docs" Document Inventory List

EXHIBIT A

Seterus Inc.

IVOR

Master Index Code Detail (MICD)

IVOR - Operations

Report - Index TOPDOCS List

Index Code / Name: **1117** Modification ExecutedDocument **Modification Executed**

Doc Overview: *Signed Modification (required full signature by the customer and servicer once approved/executed) Index will be mainly used internally upon review. If signature of the customer is listed ONLY, it is Unexecuted and must be saved as 7006*

Index Code / Name: **1120** HAMP - SubordinationDocument **HAMP - Subordination**

Doc Overview: *A subordination correspondence in regards to the HAMP program only.*

Index Code / Name: **1707** Pre-Foreclosure DocumentDocument **Recommendation Worksheet**

Doc Overview: *Document will be titled Recommendation Worksheet which is in house generated*

Document **Pre-Foreclosure Model**

Doc Overview: *Document will be titled Pre-Foreclosure Model*

Document **Pre-Liquidation Checklist**

Doc Overview: *Misc Pre-Foreclosure Checklist*

Index Code / Name: **1713** Foreclosure - CA DeclarationDocument **Foreclosure - CA Declaration**

Doc Overview: *The document states 'notice of default/Notice of Sale Declaration' which is from the state of CALIFORNIA. These specific forms are to be saved as this coding regardless of the information listed within.*

Index Code / Name: **1714** Foreclosure - WA DeclarationDocument **Foreclosure - WA Declaration**

Doc Overview: *The document states 'notice of default/Notice of Sale Declaration' which is from the state of WASHINGTON. These specific forms are to be saved as this coding regardless of the information listed within.*

Index Code / Name: **1715** Auto Bidding InstructionsDocument **Auto Bidding Instructions**

Doc Overview: *Assign To Index Because.*

Index Code / Name: **1716** ORCR - OR SB628 Mod RequestDocument **ORCR - OR SB628 Mod Request**

Doc Overview: *The document that is imaged under this index code has no minimum requirement. Please save this form under this specific code regardless if the form is filled out properly or not.*

Index Code / Name: **1801** Proof of Claim - BankruptcyDocument **Proof of Claim - BKO**

Doc Overview: *Acknowledgement, Assign of, or Proof of CLAIM (Wrksht) WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE. CRITICAL WORDS: 1)AGREED 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTI*

Document **Assignment of Claim - BKO**

Doc Overview: *Acknowledgement, Assign of, or Proof of CLAIM (Wrksht) WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE. CRITICAL WORDS: 1)AGREED 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTI*

Document **Notice of Transfer of Claim - BKO**

Doc Overview: *Acknowledgement, Assign of, or Proof of CLAIM (Wrksht) WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE. CRITICAL WORDS: 1)AGREED 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTI*

Document **Bankruptcy Sheet Claim Amounts - BKO**

Doc Overview: *Acknowledgement, Assign of, or Proof of CLAIM (Wrksht). WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE. CRITICAL WORDS: 1)AGREED 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTI*

Document **Objection to Proof of Claim - BKO**

Doc Overview: *Acknowledgement, Assign of, or Proof of CLAIM (Wrksht) WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE. CRITICAL WORDS: 1)AGREED 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTI*

Seterus Inc.

IVOR

Master Index Code Detail (MICD)

IVOR - Operations

Report - Index TOPDOCS List

Index Code / Name: **1802** Plan - BankruptcyDocument: **Objection to Confirmation - BKO**

Doc Overview *Notice of Confirmation and PLAN Terms WORD HIERARCHY: 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Schedules - BKO**

Doc Overview *SCHEDULES (EXCEPT SCHEDULE A). WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS. 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Voluntary Petition - BKO**

Doc Overview *VOLUNTARY PETITION WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Bankruptcy Plan - BKO**

Doc Overview *Amendment to PLAN. Chapter 13 PLAN Notice of Confirmation and PLAN Terms Notice of Amended PLAN Notice of Completed PLAN Trustee's Modified PLAN WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE.*

Document: **Request for Objection to Confirmation - BKO**

Doc Overview *Amendment to PLAN. Chapter 13 PLAN Notice of Confirmation and PLAN Terms Notice of Amended PLAN Notice of Completed PLAN Trustee's Modified PLAN WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Index Code / Name: **1803** Orders - BankruptcyDocument: **Bankruptcy Order Confirming Plan - BKO**

Doc Overview *Order confirming a Plan WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Discharge Order - BKO**

Doc Overview *Discharge Order Document WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS. 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Relief Order - BKO**

Doc Overview *Relief Order Document WORD HIERARCHY. 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Stipulated Order - BKO**

Doc Overview *Stipulated Order Document WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS: 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Other Orders - BKO**

Doc Overview *ORDER Granting Motion for Relief from Automatic Stay Notice of Entry of ORDER ORDER Denying Confirmation of Plan WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document: **Closing Order - BKO**

Doc Overview *Closing Order Document WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS: 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Dismissal Order - BKO**

Doc Overview *Dismissal Order Document WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Index Code / Name: **1804** Payment Research - BankruptcyDocument: **Case Ledger - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS. 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Seterus Inc.**Master Index Code Detail (MICD)**

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Document **Payment Histories - Bankruptcy Trustee - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Trustee Check Vouchers - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Account Officer Research Notes - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Trustee's Correspondence - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Trustee's Log - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Trustee Disbursement History - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Excel Payment Worksheet - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Index Code / Name: **1805** Reaffirmation Agreement - BankruptcyDocument **Reaffirmation Agreement - BKO**

Doc Overview *Relevant REAFFIRMATION Correspondence WORD HIERARCHY:1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Letter Regarding Reaffirmation Agreement - BKO**

Doc Overview *Relevant REAFFIRMATION Correspondence. WORD WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Index Code / Name: **1806** Motions - BankruptcyDocument **Atty. Referral Letter For Motions - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE.*

Document **Stipulation - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document **Bankruptcy Demand Letter**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document **Motion for Relief - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document **Motions - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document **Affidavits - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document **Declarations - BKO**

Doc Overview *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE.*

Seterus Inc.**Master Index Code Detail (MICD)**

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Document **Certifications - BKO**

Doc Overview. WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE

Index Code / Name: **1809** Adversary Complaint - BankruptcyDocument **Adversary Complaint - BKO**Doc Overview. Motion for contempt for violation & for sanctions WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE
CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW,5)EVIDENTIARY,6)FINAL,7)MOTION TO
AVOID/VOID,8)SATISFACTIndex Code / Name: **1810** Judgments - BankruptcyDocument **Default Judgment - BKO**Doc Overview. WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL
WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO
AVOID/VOID,8)SATISFACTIONDocument **Complaint of Judgment - BKO**Doc Overview WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL
WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO
AVOID/VOID,8)SATISFACTIONIndex Code / Name: **1811** Objections - BankruptcyDocument **Notice of Entry of Text Order re: Objection to Claim**Doc Overview WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL
WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO
AVOID/VOID,8)SATISFACTIONDocument **Trustee's Opposition to Confirmation of Plan #_**Doc Overview WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL
WORDS.1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO
AVOID/VOID,8)SATISFACTIONDocument **Notice of date to file Objection to Chapter 13 Plan**Doc Overview WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL
WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO
AVOID/VOID,8)SATISFACTIONDocument **Objection to Confirmation of the Plan filed by Creditor**Doc Overview Request for OBJECTION to Confirmation of Plan WORD HIERARCHY.1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE
CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO
AVOID/VOID,8)SATISFACTIONDocument **Objections to Proof of Claim - BKO**Doc Overview (by trustee or debtor) legal action against us WORD HIERARCHY.1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE
CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO
AVOID/VOID,8)SATISFACTIONDocument **Order Establishing Procedures for Objection to Confirmation**Doc Overview. WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL
WORDS.1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO
AVOID/VOID,8)SATISFACTIONIndex Code / Name: **1899** Bankruptcy - OtherDocument **Statement of Intention - BKO**Doc Overview. BKO Document will state Statement of Intention These documents are specific to BK only. WORD HIERARCHY 1) CLAIM, 2) MOTION, 3)
ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEEDocument **Misc Documentation - BKO**Doc Overview Status Report or any other docs that does not follow the criteria for BK index codes WORD HIERARCHY.1)CLAIM, 2)MOTION, 3)ORDER,
4)PLAN, 5)NOTICE, 6)TRUSTEE.CRITICAL
WORDS.1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW,5)EVIDENTIARY,6)FINAL,7)MOTIONDocument **Bankruptcy Checklist - BKO**Doc Overview Bankruptcy Transfer Checklist These documents are specific to BK only WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5)
NOTICE, 6) TRUSTEE

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Document: **Proof of Claim Worksheet - BKO**Doc Overview: *BKO Document will state Proof of claim worksheet These documents are specific to BK only WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE*Document: **Schedule A - Real Property - BKO**Doc Overview: *BKO Document will state Schedule A - Real Property These documents are specific to BK only WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE*Index Code / Name: **2105** Estimated HUD-1 (non-origination)Document: **Estimated HUD-1 (non-origination)**Doc Overview: *Signed and Unsigned Settlement Statements, Estimated Sellers Net Proceeds, & Good Faith Estimates are to be saved here*Index Code / Name: **2118** Deed in LieuDocument: **Deed in Lieu**Doc Overview: *Document will have included it title Deed in Lieu A Deed in lieu of foreclosure is a deed instrument in which a mortgagor*Index Code / Name: **2124** Loss Mitigation Denial PacketDocument: **Loss Mitigation Denial Packet**Doc Overview: *Document will be titled Loss Mit Denial Review, will include Borrowers Financials, Strategy Resolver Forms*Index Code / Name: **2126** HAMP - Hardship AffidavitDocument: **HAMP - Hardship Affidavit**Doc Overview: *The explanation page does not have to be filled out to be complete as long as the rest of the details are listed (e.g., signature and dated is a MUST) 'Typed' signatures are not acceptable*Index Code / Name: **2127** HAMP - Trial ModDocument: **HAMP - Trial Mod**Doc Overview: *If any HAMP Trial Modification documents are received, save to imaging code 2127 – HAMP TRIAL MOD If the agreement and or document states HAMP Trial Modification and or proposed trial modification, please index under this code*Index Code / Name: **2128** 4506T - IRS Authorization FormDocument: **4506T - IRS Authorization Form**Doc Overview: *Form must be legible with the following. 1a) Name, 1b) Social security number, 3) current address, 6) 1040, 6a) only this box can be checked, 9) year period is the most current 2 years only Signature & date(not older than 120days)*Index Code / Name: **2132** 4506T - IRS TranscriptDocument: **4506T - IRS Transcript**Doc Overview: *Please save documents to this imaging code if tax return transcripts are for the last 2 current years (example 2009 -2010)*Index Code / Name: **2140** Sales ContractsDocument: **Offer of Sale**Doc Overview: *All signed and unsigned Offer of Sale correspondences are to be saved here*Document: **Notice/Offer of Sale**Doc Overview: *All signed and unsigned Notice/Offer of Sale correspondences are to be saved here*Document: **Purchase/Sale Agreement**Doc Overview: *All signed and unsigned correspondences are to be saved here*Document: **Purchase Offer**Doc Overview: *All signed and unsigned Purchase Offer correspondences are to be saved here*Document: **Settlement Agreements**Doc Overview: *All signed and unsigned Settlement Agreements correspondences are to be saved here*Document: **Sales Contract**Doc Overview: *All signed and unsigned Sales Contract correspondences are to be saved here.*Index Code / Name: **2141** Listing AgreementsDocument: **Listing Agreement**Doc Overview: *All signed and unsigned correspondences are to be saved here*Index Code / Name: **5004** Conventional Mortgage Insurance / PMI

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Document **PMI Certificate**Doc Overview: *PMI Certificate correspondence*Document **Conventional Mortgage Insurance Certific**Doc Overview: *Conventional Mortgage Insurance Certificate correspondence*Index Code / Name: **5007 Agreement Not To Modify**Document **Agreement Not To Modify Letter**Doc Overview: *Correspondence from the borrower stating they do not want to modify their loan*Index Code / Name: **5014 AUTH - Borrower - Speak with Third Party**Document: **AUTH - Borrower - Speak with Third Party**Doc Overview: *An authorization from the borrower or a third-party giving SETERUS permission to speak with that third-party Third-party is not a family member or attorney NACA Auth forms OHSI (Oregon Homeownership Stabilization Initiative) Auth Forms.*Index Code / Name: **5027 Divorce Decree**Document: **Divorce Decree**Doc Overview: *A court order decree granting a termination of the marriage The document must be signed and dated by the Judge and Court clerk (cannot be missing information)*Index Code / Name: **5030 Financial Statement (Third Party)**Document: **Financial Statement (Third Party)**Doc Overview: *If a 3rd party financial statement is received and income with expenses must be present with valid indentifiers listed such as Name (first name alone is invalid), address, and or last four of social security number*Index Code / Name: **5031 Hardship Letter (Third Party)**Document: **Hardship Letter (Third Party)**Doc Overview: *Hardship/Reason for Default correspondence received from a third party*Index Code / Name: **5033 Identification Documents**Document **Driver's License**Doc Overview: *a permit, as one issued by a state's motor vehicle bureau, that allows the holder to drive a motor vehicle on public roads*Document **Passport**Doc Overview: *Is an official document issued by the gov of a country to one of its citizens and, varying from country to country, authorizing travel to foreign countries and authenticating the bearer's identity, citizenship, etc*Document **Identification Documents**Doc Overview: *Any forms of identification (driver license, passport photos, SSI cards, immigration cards, birth certificates, etc)*Index Code / Name: **5047 Separation Agreement**Document **Separation Agreement**Doc Overview: *A private contract between separating spouses resolving issues of joint, family or marital property or assets, support and child responsibilities. This can be hand written or a legal document Could also be known as a Pre Divorce Agreement*Index Code / Name: **5056 Attorney Retained**Document **Borrower Retained Attorney**Doc Overview: *A letter, usually from an attorney, stating the attorney represents or has been retained by the borrower. A letter from a borrower stating he or she has retained council If the third party name is followed by Esq., P.C., P A , PLLC, it is from an Attorne*Index Code / Name: **5057 Deceased Borrower Documents**Document **Letters of Admin**Doc Overview: *Letters of Administration are granted by a Surrogate Court or probate registry to appoint appropriate people to deal with a deceased person's estate*Document: **Letter Testamentary**Doc Overview: *In common law jurisdictions, a personal representative is the generic term for an executor for the estate of a deceased person who left a will or the administrator of an intestate estate.*Document: **Last Will**Doc Overview: *A will or testament is a legal declaration by which a person, the testator, names one or more persons to manage his/her estate and provides for the transfer of his/her property at death*

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Document **Executor of Estate**Doc Overview: *The executor of an estate is the person named in the will of the deceased as the person to administer the will and to ensure that their final wishes are respected*Document: **Death Certificate**Doc Overview: *Death certificates: The signed official declaration that life has ceased, giving the time, place, and cause of death. This document could be of the borrower only*Document: **Fiduciary Letter**Doc Overview: *A letter stating a person to whom property or power is entrusted for the benefit of another known as a Fiduciary*Document: **Third Party Death Certificate**Doc Overview: *Death certificates: The signed official declaration that life has ceased, giving the time, place, and cause of death. This document could be of the third party*Index Code / Name: **5058 Good Faith Estimated - Origination**Document: **Good Faith Estimate - Origination**Doc Overview: *Document will state Good Faith Estimate in title. Document disclosing the approximate closing costs a mortgage applicant will pay at or before the mortgage settlement date. This form is only at the time of origination.*Index Code / Name: **5063 Title Commitment**Document: **Preliminary Title Commitment**Doc Overview: *Document will state Commitment Form, With effective proposed date with insured amounts, Property detail*Document: **Title Commitment**Doc Overview: *Document will state Title Commitment Form, With effective proposed date with insured amounts, Property detail*Document: **Commitment Endorsement**Doc Overview: *Document will state Commitment Form, With effective proposed date with insured amounts, Property detail*Document: **Preliminary Title Report Checklist**Doc Overview: *Document is a Preliminary Title Report Checklist similar to a Commitment Form, With effective proposed date with insured amounts, Property detail.*Document: **Preliminary Title Report**Doc Overview: *Document is a Preliminary title report similar to a Commitment Form, With effective proposed date with insured amounts, Property detail*Index Code / Name: **5064 Truth-in-Lending Disclosures - Originati**Document: **Truth-in-Lending Disclosures - Origination**Doc Overview: *Document will be titled Truth-in-Lending. Marked as Disclosures on the document*Document: **Final Truth-in-Lending (TIL)**Doc Overview: *Document will be titled Truth-in-Lending. Marked as Final on the document*Document: **Initial Truth-in-Lending (TIL)**Doc Overview: *Document will be titled Truth-in-Lending. Marked Initial on the document*Index Code / Name: **5068 BKO Court Order - Loss Mit Specific**Document: **Bankruptcy Court Order Loss Mitigation Approval**Doc Overview: *Bankruptcy Court Order in regards to Loss Mitigation Approval forms are to be saved as this index. This document is specific to BK only*Document: **Bankruptcy Court Order Loss Mitigation Objection**Doc Overview: *Bankruptcy Court Order in regards to Loss Mitigation Objections are to be saved as this index. This document is specific to BK only*Index Code / Name: **5086 MERS Pleadings**Document: **MERS Pleadings**Doc Overview: *Assign To Index Because*Index Code / Name: **5090 HAMP - Request for Mod and Affidavit RMA**Document: **Making Home Affordable Program Request for Modification and Affidavit (RMA)**Doc Overview: *HAMP specific. The explanation page does not have to be filled out to be complete as long as the rest of the details are listed (e.g., signature and dated is a MUST). 'Typed' signatures are not acceptable*Index Code / Name: **5095 HAFA - Short Sale Agreement - Signed**Document: **HAFA - Short Sale Agreement - Signed**Doc Overview: *The document must be signed and dated to be indexed under this code*

Seterus Inc.**Master Index Code Detail (MICD)**

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Index Code / Name: **5096** HAFA - RASS Exhibit A - Terms for SaleDocument **HAFA - RASS (Request for Approval of Short Sale) - Exhibit A - Terms for Sale**Doc Overview *The document must be filled out (page to be completed by borrower must be filled out) signed and dated*Index Code / Name: **5097** HAFA - RASS Exhibit A - ApprovalDocument **HAFA - RASS (Request for Approval of Short Sale) - Exhibit A - Short Sale Approval**Doc Overview *Assign To Index Because*Index Code / Name: **5099** HAFA - ARASS - Terms for SaleDocument **HAFA - ARASS (Alternate Request for Approval of Short Sale) Terms for Sale**Doc Overview *The document must be filled out (page to be completed by borrower must be filled out) signed and dated*Index Code / Name: **5100** HAFA - ARASS - ApprovalDocument **HAFA - ARASS (Alternate Request for Approval of Short Sale) Short Sale Agreement - Approval**Doc Overview *This document is HAFA Short Sale Agreement is specific in regards to the Alternate Request for Approval of Short Sale (ARASS)*Index Code / Name: **5102** HAFA - DIL AgreementDocument **HAFA - Deed-in-Lieu Agreement**Doc Overview *Assign To Index Because.*Index Code / Name: **5103** HAFA - DIL Agreement - SignedDocument **HAFA - Deed-in-Lieu Agreement - Signed**Doc Overview *The document must be signed and dated to be indexed under this code.*Index Code / Name: **5105** MMR - Monthly Marketing ReportDocument **MMR - Monthly Marketing Report**Doc Overview *Assign To Index Because*Index Code / Name: **5113** Prior Servicer - APPROVALDocument **Prior Servicer Approval for Liquidation**Doc Overview *This index is to represent Prior Server documents only in regards to Approvals for Liquidation*Document **Prior Servicer Promissory Note**Doc Overview *These are prior servicer ONLY type of documents These documents indicate their Promissory Note which is a promise in writing to pay a sum of funds to the payee under specific terms*Index Code / Name: **5114** Investor - APPROVALDocument **Investor Approval for Liquidation**Doc Overview *Document is an approval for liquidation for the investor*Document **Investor Promissory Note**Doc Overview *Document is Promissory note for the investor*Index Code / Name: **5115** Mortgage Insurance Company - APPROVALDocument **MI Promissory Note**Doc Overview *Assign To Index Because*Document **MI Approval for Liquidation**Doc Overview *Assign To Index Because.*Index Code / Name: **6100** NOTESDocument **Mortgage Bond**Doc Overview *Document will be titled NOTE Will include Principal amount owed ,Payment due date, interest Rate A bond issue secured by a Mortgage on the issuer's property, the lien on which is conveyed to the bondholders by a deed of trust*Document **Installment contract**Doc Overview *an agreement in which payments of money This form is in correspondance to the Note called an Installment contract*Document **Amendment to Note**Doc Overview *The 'Note' is a disclosure agreement to the terms and conditions of the loan contract for the mortgage of the property.*Document **Note**

Doc Overview

Seterus Inc.**Master Index Code Detail (MICD)**

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Index Code / Name: 6101 Security Instrument**Document: Deed of Trust**

Doc Overview: *a written instrument legally conveying property to a trustee often used to secure an obligation such as a mortgage or promissory note. This document is listed as 'Deed Of Trust'*

Document: Security Instrument

Doc Overview: *A written instrument legally conveying property to a trustee often used to secure an obligation such as a mortgage or promissory note. This document is listed as 'Security Instrument'.*

Document: Mortgage

Doc Overview: *A written instrument legally conveying property to a trustee often used to secure an obligation such as a Deed Of Trust, Security Instrument, or promissory type of note. This document is listed as 'Mortgage'.*

Index Code / Name: 6102 Land Contract**Document: Land Contract**

Doc Overview: *A land contract is a contract between a seller and buyer of real property in which the seller provides financing to buy the property for an agreed-upon purchase price and the buyer repays the loan in installments*

Index Code / Name: 6103 Lost DOT Affidavit**Document: Lost DOT Affidavit**

Doc Overview.

Index Code / Name: 6104 Mechanics Liens**Document: Mechanics Liens**

Doc Overview: *a lien on real property placed by somebody undertaking repair of it or supplying labor or materials for it that prevents title to the property from being obtained if such a lien is outstanding*

Index Code / Name: 6105 Rider (ARM, PUD, Condo, other)**Document: Adjustable Rate Rider**

Doc Overview: *A rider is an addition to a security instrument. The adjustable-rate rider outlines terms and conditions specific to an adjustable-rate loan. Those documents are to be saved here*

Document: Rider (ARM, PUD, Condo, other)

Doc Overview: *A rider is an additional clause to a Bill. In this case, it would be for the Security Instrument and or Note for the mortgage of their property. This document is usually listed as a 'Rider' as the header.*

Document: Assignment of Rents

Doc Overview: *Additional collateral usually required by lenders. Document will state this naming as the header of the document. Necessary document to be able to collect rents if borrower defaults on a mortgage for a rental property we service.*

Document: Owner Occupied Rider

Doc Overview: *Specifies the property was intended to be owner occupied. Would be useful in enforcing a due on sale clause if the borrower is renting the property instead*

Index Code / Name: 6106 Assignments**Document: Assignments of Deed of Truse**

Doc Overview: *These assignments are specifically in regards of the security instrument. If the document fits the criteria listed below, please save under this index coding. If they do not, please save under the coding of 1103 – ASSIGNMENTS OTHER.*

Document: Assignments of Mortgage

Doc Overview: *These assignments are specifically in regards of the security instrument. If the document fits the criteria listed below, please save under this index coding. If they do not, please save under the coding of 1103 – ASSIGNMENTS OTHER*

Document: Assignments

Doc Overview: *These assignments are specifically in regards of the security instrument. If the document fits the criteria listed below, please save under this index coding. If they do not, please save under the coding of 1103 – ASSIGNMENTS OTHER*

Index Code / Name: 6107 Lost Note Affidavits**Document: Lost Note Affidavit**

Doc Overview: *This is a necessary item if the note has been lost in order to proceed with a foreclosure*

Index Code / Name: 6108 Note Allonge/Rider/Addendum

Seterus Inc.**Master Index Code Detail (MICD)**

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Report - Index TOPDOCS List

Document **Note Endorsement**

Doc Overview: *Document will be titled NOTE ALLONGE/Addendum, will include Note amount, Note date, Original Lender. These documents have something written on the back of a document.*

Document **Note Allonge**

Doc Overview: *Document will be titled NOTE ALLONGE/Addendum, will include Note amount, Note date, Original Lender*

Document **Note Rider**

Doc Overview: *The mortgage note may arrive with a separate section called a Note Rider. Those documents are to be saved under this index*

Index Code / Name: **6109** Loan Adjustment AgreementDocument **Loan Adjustment Agreement**

Doc Overview.

Index Code / Name: **6110** ModificationsDocument **Modifications**

Doc Overview: *These Modifications are at the time of origination around the year of 2008*

Index Code / Name: **6111** Repayment PlanDocument **Repayment Plan**

Doc Overview: *This is a generated agreement of the terms of their work out option which is a Repayment Plan Agreement which is usually listed as a header on the document*

Index Code / Name: **6112** Forebearance AgreementDocument **Forebearance Agreement**

Doc Overview

Index Code / Name: **6113** Stipulated AgreementDocument **Stipulated Agreement**

Doc Overview: *This is a generated agreement of the terms of their work out option called a Stipulated Agreement which is usually listed as a header on the document*

Index Code / Name: **6114** Title PolicyDocument **Title Policy**

Doc Overview: *A policy, usually issued by a Title Insurance company*

Index Code / Name: **6115** HAMP - Signed ModificationDocument **HAMP - Signed Modification**

Doc Overview: *HAMP specific document for a Modification that are 'signed' are to be saved as this coding. Missing signatures must be saved under index code of 2120-Altered/Incomplete Closing Docs*

Index Code / Name: **6116** Grant DeedDocument **Grant Deed**

Doc Overview: *Document will be titled Grant deed or reference this in summary. The document which transfers title to real property or a real property interest from one party (grantor) to another (grantee)*

Index Code / Name: **6117** Quit Claim DeedsDocument **Quit Claim Deeds**

Doc Overview: *Quitclaim deeds transfer or "quit" any interest in real property. This document will show this naming as the header of the form*

Index Code / Name: **6118** Warranty DeedsDocument **Warranty Deeds**

Doc Overview: *is a type of deed where the grantor (seller) guarantees that they hold clear title to a piece of real estate and has a right to sell it to the grantee (buyer). This document has a header stating 'Warranty Deeds' listed on the document*

Index Code / Name: **6119** Final HUD-1 - ORIGINATIONDocument **Final HUD-1 - ORIGINATION**

Doc Overview.

Index Code / Name: **6120** Settlement Statement (HUD 1)- ORIGINATION

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Document **Settlement Statement (HUD 1)- ORIGINATION**Doc Overview *If the document has a stamp within listed as FINAL and or with the signatures from the agent and borrower with date, those would be acceptable as this coding*Index Code / Name: **6121** Notice of Right to Cancel - ORIGINATIONDocument: **Notice of Right to Cancel - ORIGINATION**Doc Overview: *Document will be titled Notice of Right to Cancel or Mortgage Rescission Statement. Document will have required signature line These documents are at the time of origination*Index Code / Name: **6122** Final 1003 ApplicationDocument **Final 1003 Application**Doc Overview *If these documents are SIGNED, they should be saved under this index code*Index Code / Name: **6123** Good Bye LetterDocument **Good Bye Letter**Doc Overview: *Letter from Prior servicing company, advising Borrower of the change in servicing.*Index Code / Name: **6124** Third Party/Attorney CorrespondenceDocument: **Letters from Lawyers to Us**Doc Overview: *Various correspondences coming from a lawyer that does not fall into another document type*Document **Third Party Correspondence**Doc Overview *Various correspondences coming from a third party that does not fall into another document type*Document: **Attorney Correspondence**Doc Overview: *Various correspondences coming from an attorney that does not fall into another document type*Index Code / Name: **6125** Acceleration LetterDocument **Acceleration Letter**Doc Overview: *The "Notice of Acceleration" sometimes called a "Demand Letter," normally states that the whole balance is due and payable immediately*Index Code / Name: **6126** Demand LtrDocument **Demand Ltr**Doc Overview: *The "Demand Letter" sometimes called a "Notice of Acceleration," normally states that the whole balance is due and payable immediately*Index Code / Name: **6127** Escrow AnalysisDocument **Escrow Analysis**

Doc Overview

Index Code / Name: **6128** Final Escrow StatementDocument **Final Escrow Statement**

Doc Overview

Index Code / Name: **6129** Hazard Insurance ClaimDocument **Hazard Insurance Claim**Doc Overview: *Homeowners insurance is home hazard insurance. It covers the owner of a home in the event of a fire or other type of loss*Index Code / Name: **6130** Request for Claim Check EndorsementDocument: **Request for Claim Check Endorsement**Doc Overview: *Verifying insurance claims adjustments, contractor estimates all information needed to begin claims process*Index Code / Name: **6131** Corporate AdvancesDocument **Water Bill**Doc Overview: *All types of water/sewer bills from the district of any county are to be saved as this coding Which are in relation to corporate advances*Document: **Invoices to Seterus**Doc Overview *These documents are invoices to Seterus in relation to Corporate advances*Document: **Authorization for Hourly Billing**Doc Overview *Any Invoices being sent to Seterus with amounts owing. This is usually a letter from the attorney stating that they need to do hourly billing on this customer and they include the cost for hourly billing.*

Seterus Inc.

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Master Index Code Detail (MICD)**IVOR - Operations****Report - Index TOPDOCS List****Document: Property Preservation Expenses**

Doc Overview *These documents are Property Preservation Expenses in relation to corporate advances.*

Document: BPO Order Form

Doc Overview *The estimated value of a property as determined by a real estate broker or other qualified individual or firm. A broker price opinion is based on the characteristics of the property being considered.*

Document: Property Improvement Expenses

Doc Overview *Document will be an invoice with detail improvements needed with estimated cost*

Document: Corporate Advances

Doc Overview *These documents will have a listing of their corporate advances and are to be saved here*

Document: Legal Fees

Doc Overview *These documents are legal fees associated to corporate advances*

Document: Repair Bills

Doc Overview *These documents are Repair Bills in relation to corporate advances*

Index Code / Name: 6132 Prior Servicer Pay History**Document: Prior Servicer Pay History**

Doc Overview *These are prior servicer ONLY type of documents. These documents indicate their payment history with the prior servicer*

Index Code / Name: 6133 Prior Servicer Loan Comments**Document: Prior Servicer Loan Comments**

Doc Overview *These are prior servicer ONLY type of documents. These documents indicate the comments of the loan created by the prior servicer*

Index Code / Name: 6134 SCRA Military Orders**Document: Military Orders**

Doc Overview *(there are various military papers that could fall under this code, the main one is deployment papers which allow the borrower to be considered for the 6% rate reduction under SCRA)*

Index Code / Name: 6135 Rqst for Military Indulgence (Form 180)**Document: Rqst for Military Indulgence (Form 180)**

Doc Overview *(this is a FNMA document and process)*

Index Code / Name: 6136 SCRA DOD Activation Notice**Document: DOD Activation Notice**

Doc Overview *(there are various military papers that could fall under this code, the main one is deployment papers which allow the borrower to be considered for the 6% rate reduction under SCRA)*

Index Code / Name: 6138 Prior Servicer Corp. Advance Invoices**Document: Prior Servicer Corp. Advance Invoices**

Doc Overview *These documents are specifically for PRIOR SERVICER documents for Corp. Advance Invoices.*

Index Code / Name: 6139 Brokers Market Analysis**Document: Brokers Market Analysis**

Doc Overview *Brokers Market Analysis (BMA) discusses the marketing strategy. Used to verify the list price(s). Is in a similar format as a BPO form*

Index Code / Name: 6140 Brokers Price Opinion (BPO)**Document: Brokers Price Opinion (BPO)**

Doc Overview *The estimated value of a property as determined by a real estate broker. A BPO is based on the characteristics of the property being considered. Verification of property info. unit #, collateral address, and legal ID of collateral*

Index Code / Name: 6141 Valuation BPO**Document: Valuation BPO**

Doc Overview *Is similar to a BPO but the valuation is performed by a professional. Comps/Value of BPO/ broker comments/Market value. Property info and characteristics. Date of when these docs were completed.*

Index Code / Name: 6142 Value Recon w BPOs and Appraisal**Document: Value Recon w BPOs and Appraisal**

Doc Overview *This document is a value reconciliation of the BPO and Appraisal.*

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Index Code / Name: **6143** Appraisals

Document **Appraisals**

Doc Overview. *Real estate appraisal, property valuation or land valuation is the process of valuing real property*

Index Code / Name: **6999** ALL OTHER

Document **ALL OTHER**

Doc Overview *This index code represents all other type of documents not represented within the TOP DOCS list at the time of transfer*

Index Code / Name: **7000** Medical Records

Document **Medical Records**

Doc Overview *Letters from the borrower and/or third parties, explaining an illness or injury, would not be considered private medical records. Those are to be saved under this code*

SUPPLEMENTAL AFFIDAVIT OF JOSEPH M. PERRY

EXHIBIT B

Full Document Inventory List

EXHIBIT B

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Report - FULL Index List With Document Detail

Index Code / Name:	1101 Security Instrument - OTHER	--	Seterus Top Doc.	No
Document	Title, Vehicle/Mobile home			
Doc Description:	<i>This document is the title to their Vehicle/Mobile Home property</i>			
Document	Certificate of Title			
Doc Description:	<i>Title is a legal term for a bundle of rights in a piece of the underlending of property in which a party may own either a legal interest or an equitable interest</i>			
Document:	Land Installment Contract: Bank			
Doc Description:	<i>Document is a contract known as a Land Installment Contract for the purchase of real property in which the seller retains the deed to the property</i>			
Document:	Certificate of Title for Vehicle			
Doc Description:	<i>the title document for a motor vehicle issued by the state in which it is registered, describing the vehicle in detail</i>			
Document	Application for Title			
Doc Description:	<i>Document is an application form for their title which is a type of insurance when a mortgage is accepted</i>			
Document	Amendment to Security Instrument			
Doc Description:	<i>Is another form in correspondence to the Security Instrument in regards to a potential change</i>			
Document	Contract for Deed			
Doc Description:	<i>Describes the contract between a seller and buyer of real property in which the seller provides financing to buy the property for an agreed-upon purchase price and the buyer repays the loan in installments.</i>			
Document	Deficiency/Money Judgment			
Doc Description:	<i>A deficiency judgment is an unsecured money judgment against a borrower whose mortgage foreclosure sale did not produce sufficient funds to pay the underlying promissory note, or loan, in full. These type of documents are to be saved here</i>			
Document:	Line of Credit			
Doc Description:	<i>A line of credit is any credit source by a financial institution. These type of documents are to be housed here.</i>			
Document:	Real Estate Contract/Contract for Deed			
Doc Description:	<i>is a contract between a seller and buyer of real property in which the seller provides financing to buy the property for an agreed-upon purchase price and the buyer repays the loan in installments</i>			
Document	Consolidation Agreement			
Doc Description:	<i>Is an agreement in regards to combining or merging of elements to perform a common or related function</i>			
Index Code / Name:	1103 Assignments - OTHER		Seterus Top Doc:	No
Document:	Assignment of Property Lease			
Doc Description:	<i>This index code represents the 'assignments' that are not related to the security instrument. Please save those types of documents under this coding, such as the ones listed below</i>			
Document:	Assignment of Shares			
Doc Description:	<i>This index code represents the 'assignments' that are not related to the security instrument. Please save those types of documents under this coding, such as the ones listed below</i>			
Index Code / Name:	1107 Modifications - OTHER		Seterus Top Doc:	No
Document:	Lost Modification Affidavit			
Doc Description:	<i>These affidavits are part of the Lost Mod Affidavit form that can be saved under this coding for proper review</i>			
Document	Modifications - OTHER			
Doc Description:	<i>These documents are misc Modification documents that do not fit into the current Modification index codes. Third party modification proposals can be index here as well</i>			
Index Code / Name:	1109 Policies		Seterus Top Doc:	No
Document	Abstract			
Doc Description:	<i>Would include a brief history of the Transfers of a piece of land, including all claims that could be made against it</i>			
Document	Title Endorsement			
Doc Description:	<i>Additional title insurance coverage required by the lender, paid by the Buyer.</i>			
Index Code / Name:	1110 Other Title		Seterus Top Doc:	No

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Report - FULL Index List With Document Detail

Document Fidelity Missing/Additional DocumentsDoc Description: *Documents stating Lien Waiver Affidavit and or Indemnification***Document Trustee Sale Guaranty**Doc Description: *A title report for trustees, disclosing ownership, encumbrances and other pertinent details of the interests in a real property, specifying all parties who have recorded notification.***Document Title Affidavit**Doc Description: *States Title Affidavit on the header of the document. Is provided by the seller of a piece of property that explicitly states the status of potential legal issues involving the property or the seller***Document Registration Mobile Home**Doc Description: *This document is a registration form for their mobile home. Please save those forms here***Document Search**Doc Description: *Borrower search Information Print out***Document Missing Document Research Request**Doc Description: *Borrower search Information Print out***Document Title Claim Package**Doc Description: *Will include Property Reports, Taxes & assessment, Deed Information, Legal Description, Judgment/liens*Index Code / Name: **1111 UCC1, UCC2, UCC3**Seterus Top Doc: **No****Document UCC Search/Request**Doc Description: *These are Unfform commerical codes listed as ' UCC1, UCC2, UCC3 ' on the form itself. Those are to to be saved here***Document UCC1, UCC2, UCC3**Doc Description: *These are Unfform commerical codes listed as ' UCC1, UCC2, UCC3 ' on the form itself Those are to to be saved here.*Index Code / Name: **1112 Proof of Ownership**Seterus Top Doc: **No****Document Assignment of Bid**Doc Description: *This doc is listed as an assignment of bid which means the bank who forecloses becomes the owner of the real estate. They then sell the property as an "REO asset" to try and get the money back to payoff the mortgage. REO stands for "real estate owned."***Document Judicial Sale Deed**Doc Description: *Document is identified as a Judicial Sale deed which explains that The party has chosen to seek a judicial foreclosure rather than use the foreclosure provisions of the mortgage or deed of trust.***Document Sheriff's Deed**Doc Description: *Assign To Index Because A Sheriff's Deed is a deed issued to the buyer of property that was sold under court order to pay off a debt***Document Trustee's Deed**Doc Description: *A deed given to the successful high bidder after a foreclosure auction***Document Master Commissioners Deed**

Doc Description:

Document Trustee's Deed Upon SaleDoc Description: *These trustees deed upon sale are to be saved here.***Document Referee's Deed**Doc Description: *This specific document form will states 'Referee's Deed' on the header***Document Foreclosure Deed**Doc Description: *The document is a legal instrument called a Foreclosure Deed, usually states in the header of the document*Index Code / Name: **1113 Reconveyance/Satisfaction**Seterus Top Doc: **No****Document HAFA - Lien Release**Doc Description: *These types of documents may arrive in different formats. The main key words would state either Reconveyance, Loan Terminated, Requesting a release of records, Satisfaction Letter, Lien Release***Document Satisfaction**Doc Description: *These types of documents may arrive in different formats. The main key words would state either Reconveyance, Loan Terminated, Requesting a release of records, Satisfaction Letter, Lien Release*

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Document **Reconveyance**

Doc Description: *These types of documents may arrive in different formats The main key words would state either Reconveyance, Loan Terminated, Requesting a release of records, Satisfaction Letter, Lien Release*

Document: **Re Unrecorded Lien Release**

Doc Description: *These types of documents may arrive in different formats The main key words would state either Reconveyance, Loan Terminated, Requesting a release of records, Satisfaction Letter, Lien Release*

Document: **Lien Release**

Doc Description: *These types of documents may arrive in different formats The main key words would state either Reconveyance, Loan Terminated, Requesting a release of records, Satisfaction Letter, Lien Release*

Document **Liquidation Lien Release**

Doc Description: *These types of documents may arrive in different formats The main key words would state either Reconveyance, Loan Terminated, Requesting a release of records, Satisfaction Letter, Lien Release*

Index Code / Name: **1114 Collateral - TD Other** Seterus Top Doc: **No**Document **Other T'd Collateral**

Doc Description: *Assign To Index Because.*

Index Code / Name: **1115 Subordinations** Seterus Top Doc: **No**Document **Lien holder Info. (Jr. or Sr. Lien info).**

Doc Description: *These specific subordination forms are in regards to the lien holder information (Jr or Sr lien info)*

Document **Subordination Agreement**

Doc Description: *A subordination agreement is a legal document used to make the claim of one party junior to (or inferior to) a claim in favor of another Document itself will display the naming on the header.*

Document: **Subordination Package**

Doc Description: *This is specifically for a subordination package provide details of an agreement to put a debt or claim*

Index Code / Name: **1116 Partial Release/Lot Line** Seterus Top Doc: **No**Document **Lot Line Adjustment**

Doc Description: *"Lot line adjustment" means the relocation of the property boundary line in a subdivision between two adjoining lots Document itself will have naming listed on the header*

Document **Partial Release**

Doc Description: *Assign To Index Because*

Index Code / Name: **1117 Modification Executed** Seterus Top Doc: **Yes**Document **Modification Executed**

Doc Description: *Signed Modification (required full signature by the customer and servicer once approved/executed) Index will be mainly used internally upon review If signature of the customer is listed ONLY, it is Unexecuted and must be saved as 7006*

Index Code / Name: **1118 Bailee Letter** Seterus Top Doc: **No**Document **Bailee Letter**

Doc Description: *Assign To Index Because a person to whom personal property is delivered in bailment These documents will have the naming listed as the header All Bailee type correspondences are to be saved as this code*

Index Code / Name: **1119 Notice of Sale/TraFr or Asgmt of Mtge** Seterus Top Doc: **No**Document **Notice of Sale, TrFr, or Asgmt of Mtge**

Doc Description: *Document states that the servicing of the mortgage loan is being assigned, sold or transferred from one to another This is not an Origination document. Please reference code 1206 for Origination.*

Index Code / Name: **1120 HAMP - Subordination** Seterus Top Doc: **Yes**Document: **HAMP - Subordination**

Doc Description: *A subordination correspondence in regards to the HAMP program only*

Index Code / Name: **1198 Collateral Copies** Seterus Top Doc: **No**

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Document **Collateral Copies**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Index Code / Name: **1199** Collateral - OtherSeterus Top Doc: **No**Document **Tenancy Deed**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Shares**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Indemnity Agreement**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Recognition Agreement**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Liquidation Letter of Indemnity**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Stock Certificate**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Collateral - Other**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Cooperative Leases**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Other Leases**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Land Installment Contract: Person**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Guaranty**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Indentures**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Bill of Sale**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Ground Lease**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*Document **Owner's Policy**Doc Description: *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding.*

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Document **Document Copy Request Form**Doc Description *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding*Document **Lease**Doc Description *If the document does not fall into any other index criteria for ORIGINAL documents, please place the document under this specific index coding*Index Code / Name: **1201** Closing Instructions - ORIGINATIONSeterus Top Doc: **No**Document **Funding Sheet - Origination**Doc Description *Assign To Index Because:*Document **Closing Statement - Origination**Doc Description *These are Origination Documents only This document is commonly used in real estate transactions, detailing the fees, commissions, etc*Document **Request for Advance - Origination**Doc Description *Assign To Index Because*Document **Settlement Instructions - Origination**Doc Description *Assign To Index Because*Document **Escrow Instructions - Origination**Doc Description *Assign To Index Because:*Document **Disbursement Statement - Origination**Doc Description: *Assign To Index Because*Document **Misc. Closing Documents - Origination**Doc Description *Assign To Index Because*Document **Instructions to Escrow - Origination**Doc Description *Assign To Index Because.*Index Code / Name: **1202** Power of Attorney SeterusSeterus Top Doc. **No**Document **Power of Attorney**Doc Description: *A Power of Attorney is a document in which a "principal" gives specific powers to an "agent" for a variety of reasons, usually financial. Legal document must be specific to Borrowers*Index Code / Name: **1203** Deeds - OTHERSeterus Top Doc: **No**Document **Interspousal Transfer Grant Deed**Doc Description *Assign To Index Because*Document **Warranty Deed - From Borrower to Seterus**Doc Description *Warranty Deed forms that are sent from the Borrower directly to Seterus can be saved as this coding*Document **Covenant Deed**Doc Description *Covenant Deed documents can be saved under this coding*Document **Disclaimer Deed**Doc Description *Disclaimer Deed type of documents are to be housed as this index*Index Code / Name: **1204** Settlement Statement - ORIGINATIONSeterus Top Doc: **No**Document **HUD Addendum - Origination**Doc Description: *Documents placed under this coding are ones that are not FINAL meaning they are either Estimated, Preliminary, and or unsigned only*Document **HUD Final - Origination**Doc Description *Documents placed under this coding are ones that are not FINAL meaning they are either Estimated, Preliminary, and or unsigned only.*Index Code / Name: **1206** Disclosures - ORIGINATIONSeterus Top Doc: **No**Document **Commitment Agreement - Origination**Doc Description: *These are Origination Documents only This document should display naming on top of the form itself A loan commitment agreement is a promise to provide credit to a customer in the future*

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Report - FULL Index List With Document Detail

Document **Notice of Assignment, Sale, Transfer - Origination**Doc Description *Document states that the servicing of the mortgage loan is being assigned, sold or transferred from one to another. Please reference code 1119 for Non-Origination*Document **RESPA Servicing Disclosure**Doc Description *Assign To Index Because*Document **Anti-Coercion Notice - Origination**Doc Description *Assign To Index Because*Document **Affidavits: Non Specific - Origination**Doc Description *Assign To Index Because:*Document **Initial Disclosures - Origination**Doc Description *Assign To Index Because.*Document **Balloon Payment Disclosure - Origination**Doc Description *Assign To Index Because These are origination documents A balloon payment occurs when a loan is not amortized This document should state Balloon Payment on the form.*Document **ARM Disclosure - Origination**Doc Description *Assign To Index Because*Document **Transfer of Servicing Disclosure - Origination**Doc Description *Assign To Index Because*Document **Pre-Payment Penalty Disclosure**Doc Description *Assign To Index Because*Document **Occupancy Affidavit/Statement - Origination**Doc Description *Assign To Index Because*Index Code / Name: **1207 Buy down - ORIGINATION**Seterus Top Doc: **No**Document **Buy down Agreement**Doc Description *Assign To Index Because*Index Code / Name: **1208 Governments - ORIGINATION**Seterus Top Doc: **No**Document **Certificate of Eligibility - Origination**Doc Description *Assign To Index Because.*Document **Mortgage Credit Analysis Worksheet - Origination**Doc Description *Assign To Index Because:*Document **Appraised Value Disclosure - Origination**Doc Description *Assign To Index Because*Document **Interest Rate Disclosure Statement - Origination**Doc Description *Assign To Index Because*Document **IRRRL Comparison Statement/Worksheet - Origination**Doc Description *Assign To Index Because*Document **Green Card - Origination**Doc Description *Assign To Index Because*Document **Other FHA Appraisal Items - Origination**Doc Description *Assign To Index Because*Document **Counseling Checklist of Military Person - Origination**Doc Description *Assign To Index Because.*Document **VA Indebtedness Letter - Origination**Doc Description *Assign To Index Because:*Document **Proof of Social Security Number - Origination**Doc Description *Assign To Index Because.*

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Document	Escape Clause - Origination		
Doc Description:	<i>Assign To Index Because.</i>		
Document	VA Assumption Notice - Origination		
Doc Description:	<i>Assign To Index Because</i>		
Document	Amendatory Clause - Origination		
Doc Description:	<i>Assign To Index Because.</i>		
Document:	VA Transmittal - Origination		
Doc Description:	<i>Assign To Index Because</i>		
Document	Lender Loan Quality Certificate - Origination		
Doc Description:	<i>Assign To Index Because</i>		
Document	2900A HUD Application - Origination		
Doc Description:	<i>This document is identified as the 2900A Hud Application at the time of origination. These is specifically as an origination</i>		
Document	Refinance Authorization - Origination		
Doc Description:	<i>Assign To Index Because.</i>		
Document	1820 Cert. Of Loan Disbursement - Origination		
Doc Description:	<i>Loan Guaranty Certificate from Financial Institution, Stating amount of loan, Entitlement Charged, and Date of Guaranty</i>		
Document	1802a/1866a VA Loan Application - Origination		
Doc Description:	<i>WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTION</i>		
Document:	Loan Analysis - Origination		
Doc Description:	<i>Assign To Index Because.</i>		
Document	Real Estate Certification - Origination		
Doc Description:	<i>Assign To Index Because</i>		
Document:	VA Loan Summary - Origination		
Doc Description:	<i>Assign To Index Because</i>		
Document	Conditional Commitment - Origination		
Doc Description:	<i>Assign To Index Because</i>		
Document:	Important Notice of Home Inspection - Origination		
Doc Description:	<i>Assign To Index Because</i>		
Document	Compliance Inspection - Origination		
Doc Description:	<i>Assign To Index Because.</i>		
Index Code / Name.	1209 Loan Approval - ORIGINATION	Seterus Top Doc:	No
Document	Credit Approval - Origination		
Doc Description:	<i>Assign To Index Because:</i>		
Document:	Purchase Commitment - Origination		
Doc Description:	<i>Assign To Index Because</i>		
Document	Preferred Cust. Forbearance Agreement - Origination		
Doc Description:	<i>Assign To Index Because.</i>		
Document:	Exhibits A & B - Origination		
Doc Description:	<i>Assign To Index Because</i>		
Index Code / Name.	1210 Uniform Underwriting Transmittal - ORIGI	Seterus Top Doc.	No
Document	Automated Underwriting System (AUS)		
Doc Description:	<i>Document will be titled Automated Underwriting System (AUS) Usually a 1 page Document. In a worksheet format containing Borrower Information, Mortgage Information, Underwriting Information</i>		

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Document **1008 - Underwriting Transmittal - Origination**

Doc Description: *Document will be titled as 1008 Uniform Underwriting and Transmittal Summary Usually a 1 page Document. In a worksheet format containing Borrower Information, Mortgage Information, Underwriting Information*

Document **Uniform Underwriting Transmittal - ORIGINATION**

Doc Description: *Document will be titled as Uniform Underwriting and Transmittal Summary. Usually a 1 page Document In a worksheet format containing Borrower Information, Mortgage Information, Underwriting information*

Index Code / Name: **1211 Application - ORIGINATION**Seterus Top Doc: **No**Document **Application - Origination**

Doc Description: *If these documents are UNSIGNED, they should be saved under this coding If they are signed, please save as index code 6122 – FINAL 1003 APPLICATION.*

Index Code / Name: **1212 Credit - ORIGINATION**Seterus Top Doc **No**Document **Judgment - Previous to Note Date - Origination**

Doc Description: *This coding represents Credit type of documents. These documents are in regards to the Judgement known as previous note to date at the time of origination. These are specifically Origination type of documents.*

Document **Credit Report - Origination**

Doc Description: *This coding represents Credit type of documents. These documents are in regards to their credit report only at the time of their origination These are specifically Origination type of documents*

Document **Hardship - Origination**

Doc Description: *This coding represents Credit type of documents These documents are in regards to the explanation of their hardship at the time of origination These are specifically Origination type of documents*

Document **Credit Explanation Letter - Origination**

Doc Description: *This coding represents Credit type of documents These documents are in regards to the explanation of their credit at the time of their origination These are specifically Origination type of documents*

Document **Bankruptcy Decree - Origination**

Doc Description: *This coding represents Credit type of documents These documents are in regards to their bankruptcy decree at the time of origination These are specifically Origination type of documents*

Document **Explanation for Credit - Origination**

Doc Description: *This coding represents Credit type of documents These documents are in regards to the explanation for their credit at the time of origination These are specifically Origination type of documents*

Index Code / Name: **1213 Verifications - ORIGINATION**Seterus Top Doc: **No**Document **Borrower Certification Authorization - Origination**

Doc Description: *Document will be titled Borrowers Certifications/or Documentation supporting Verification of the borrowers authorization A single page Document with a signature is required*

Document **Verification of Rental - Origination**

Doc Description: *These documents are specifically for verification of rental at the time of origination These are origination type of documents only*

Document **Verification of Mortgage - Origination**

Doc Description: *These documents are specifically for verification of mortgage at the time of origination These are origination type of documents only*

Document **Verification of Lease Agreement - Origination**

Doc Description: *These documents are specifically for verification of their lease agreement at the time of origination These are origination type of documents only.*

Document **Verification of Employment - Origination**

Doc Description: *These documents are specifically for verification of employment at the time of origination These are origination type of documents only*

Document **Authorization to Release Information - Origination**

Doc Description: *Document will be Verification of Deposit/slip. These are specifically at the time of origination*

Document **Verification of Deposit - Origination**

Doc Description: *These documents are specifically for verification of deposit at the time of origination These are origination type of documents only*

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Document: **Gift Letter - Origination**Doc Description: *All gift type letters at the time of origination are to be saved here. These are specifically at the time of origination*Document: **Borrower Signature Authorization - Origination**Doc Description: *Document will be titled Borrowers Certifications/or Documentation supporting Verification of the borrowers authorization. A single page Document with a signature is required.*Document: **Copy of Note for Secondary Financing - Origination**Doc Description: *This document is a copy of the Note for secondary financing at the time of origination. These are specifically at the time of origination.*Document: **Payoff Statement - Origination**Doc Description: *Document will be Pay off statements at the time of origination*Document: **Paystubs - Origination**Doc Description: *These documents are specifically for pay stubs at the time of origination. These are origination type of documents only*Document: **Verification of Signature - Origination**Doc Description: *These documents are specifically for verification of signature at the time of origination. These are origination type of documents only*Index Code / Name: **1214 Self-Employed - ORIGINATION** Seterus Top Doc: **No**Document: **Business License - Origination**Doc Description: *Documents indicate their Business License information. These are specifically Origination documents only*Document: **Tax Returns (Self Employed) - Origination**Doc Description: *Specifically for (self employeed) Tax returns at the time of origination. These are specifically Origination documents only*Document: **Profit & Loss (P&L) - Origination**Doc Description: *Document will state P&L with Itemized Income,Expense, Net Income, Detailed Loss amounts. These are specifically Origination documents only.*Index Code / Name: **1215 Earnest Money - ORIGINATION** Seterus Top Doc: **No**Document: **Purchase Agreement - Origination**Doc Description: *Assign To Index Because*Document: **Waiver of Escrow - Origination**Doc Description: *Assign To Index Because*Document: **Financing Agreement - Origination**Doc Description: *Assign To Index Because:*Document: **Sales Agreement - Origination**Doc Description: *Assign To Index Because*Document: **Addendum to Contract - Origination**Doc Description: *Update appending either Escrow agreement ,purchase or sales contracts at the time of origination. These are specifically origination type of documents.*Document: **Contract for Sale and Purchase - Origination**Doc Description: *Assign To Index Because*Document: **Escrow Agreement - Origination**Doc Description: *Assign To Index Because*Document: **Bill of Sale - Orig - Origination**Doc Description: *Assign To Index Because:*Document: **Escrow Account Disclosure - Origination**Doc Description: *Assign To Index Because:*Document: **Escrow Account Waiver - Origination**Doc Description: *Assign To Index Because:*Document: **Contingency's - Origination**Doc Description: *Assign To Index Because*Index Code / Name: **1216 Loan Sale - ORIGINATION** Seterus Top Doc: **No**

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Document **Purchase Confirmation - Origination**Doc Description *Assign To Index Because.*Document: **Loans Sale - Origination**Doc Description: *Assign To Index Because*Document **Purchase Schedule - Origination**Doc Description: *Assign To Index Because*Index Code / Name: **1217** Payment Letter - ORIGINATIONSeterus Top Doc: **No**Document **First Payment Letter - Origination**Doc Description. *Document will be titled Payment Letter to borrower as their 1st payment A 1 Page doc or letter which will include , Payment amounts, Interest, scheduled start dates of Payments These documents are only for Originations*Document: **Hello Letter - Origination**Doc Description: *Document will be titled Payment Letter to borrower A 1 Page doc or letter which will include , Payment amounts, Interest, scheduled start dates of Payments These documents are only for Originations*Document **Payment Letter to Borrower - Origination**Doc Description *Document will be titled Payment Letter to borrower a 1Page doc or letter which will include , Payment amounts, Interest, scheduled start dates of Payments These documents are only for Originations.*Index Code / Name: **1218** Miscellaneous Compliance Forms - ORIGINASeterus Top Doc: **No**Document **Estoppel Certificate - Origination**Doc Description *Assign To Index Because*Document **Affidavits: State Specific - Origination**Doc Description. *Assign To Index Because*Document: **Fair Lending Notice - Origination**Doc Description *Assign To Index Because*Document **Notice to Right to Copy of (Document) - Origination**Doc Description *Assign To Index Because*Document: **Compliance Agreement - Origination**Doc Description: *Assign To Index Because*Document: **Brokerage Business Contract - Origination**Doc Description. *Assign To Index Because*Document. **Mortgage Insurance Disclosures - Origination**Doc Description *Assign To Index Because.*Document: **State Specific Disclosure - Origination**Doc Description *Assign To Index Because.*Document: **Equal Credit Opportunity Act Notice - Origination**Doc Description. *Assign To Index Because.*Index Code / Name **1299** Other OriginationsSeterus Top Doc: **No**Document **Power of Attorney - Origination**Doc Description. *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*Document. **Mortgage Broker Fee Agreement - Origination**Doc Description. *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*Document **Name Affidavit - Origination**Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

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Document Other - Originations

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Building Contract - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Origination Agreement - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Broker Fee Agreement - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding.*

Document Pre-Qualification Notice - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Post Closing Audit Sheet - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding.*

Document Explanation of Loan Purpose - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Social Security Number Verification - Origination

Doc Description: *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document First Lien Letter - Origination

Doc Description: *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding.*

Document Submission Form - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Impound Authorization - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Signature Certification - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Lease/Rental Agreement - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding.*

Document Tax Record Information Sheet - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Escrow Account Option Notice - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document Loan Agreement - Origination

Doc Description *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

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Document **Loan Purchase Voucher - Origination**

Doc Description: *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document **Loan Request for Advance - Origination**

Doc Description: *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document **Waiver of Borrower's Rights - Origination**

Doc Description: *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document **Lock-In Confirmation/Broker Demand - Origination**

Doc Description: *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding*

Document **Underwriting Worksheet - Origination**

Doc Description: *If the document does not fall into any other index criteria for ORIGINATION documents, please place the document under this specific index coding.*

Index Code / Name: **1301 Borrower Correspondence**Seterus Top Doc: **No**Document: **Change of Address Form**

Doc Description: *These documents are the Seterus payment coupons, if has handwritten information NOT specifying an update, they can be housed here. If asking for an update, must go into 7001, upon review, they're moved to 1301*

Document **Signed Certified Mail Receipts**

Doc Description: *Certified mail form called (PS Form 3811) can be saved as this index regardless of the information listed within. Front and back copies are a must*

Document **Frank-Dodd Certificate**

Doc Description: *Form of the Dodd-Frank Certification by Help For America's Homeowners with handwritten information should be saved under this coding*

Document **Returned Payment Coupon**

Doc Description: *Should be saved as this coding only upon review by the internal team when they're initially placed as index 7001. If the document has generic handwritten information within, not needing to be reviewed, they can be saved here*

Document **Borrower Correspondence**

Doc Description: *Various correspondences from the borrower that does not fall into another document type. *Coversheets generated by the customer that may fall into this coding as well. Non-Military. Job Deployment can be saved here too*

Document **Credit Related Documents**

Doc Description: *Any Credit Related Correspondence that includes a response from Borrower to the business*

Index Code / Name: **1302 Lender Correspondence**Seterus Top Doc: **No**Document: **Previous Lender to Customer**

Doc Description: *Documents created by the previous lender to the customer can be saved here*

Document: **Seterus Sending to Anyone**

Doc Description

Document **Certified Mail Receipts (unsigned)**

Doc Description: *Assign To Index Because*

Index Code / Name: **1304 NOI - Acceleration Letters - OTHER**Seterus Top Doc: **No**Document: **State Mandated Demand**

Doc Description: *Letter is a State Mandated Demand in regards to the intent of foreclosure.*

Document: **Notice of Right to Cure**

Doc Description: *Letter will state their Notice of Right to Cure also known as a Notice of Default document.*

Document **Acceleration of Mortgage**

Doc Description: *Document that states the strategy in place to reduce or eliminate the principle balance of a mortgage loan faster than the loan's natural maturity schedule*

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Master Index Code Detail (MICD)

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Report - FULL Index List With Document Detail

Document **Notice of Intent Letter**Doc Description *Letter will state Notice of Intent Letter on the document*Document **Notice of Default (Right to Cure)**Doc Description *Letter will state their Notice of Default also known as a Right to Cure document.*Document **Act 91 Notice**Doc Description *The document is titled as the (ACT 91) type of notice*Document **Certified Mail Cards**Doc Description *These documents are specifically certified mail type of cards stating US Postal Service Certified Mail Received*Document **SCRA Notice**Doc Description *These letters are SCRA notices in regards to the intent of foreclosure*Document **Returned Certified Mail Cards**Doc Description *US Postal Service CERTIFIED MAIL receipts are to be saved as this index code regardless of the information that is listed within Please save front and back sides of the document*Document **HUD - DL,WA,AL**Doc Description *Letters from the servicer explaining the stratagey of their HUD for the state of DL, WA and AL*Document **Late Notice**Doc Description *Letter will state they are late on their payments known as a Late Notice*Document **Reservation Of Rights**Doc Description *Letter will state Reservation Of Rights on the document itself*Document **Returned Certified Mail/Demand**Doc Description *These documents are Returned certified mail/demand letters*Index Code / Name: **1305 Commercial Correspondence**Seterus Top Doc: **No**Document **Loan Transfer Request**Doc Description *Assign To Index Because*Document **Approved Case Resolution**Doc Description *Assign To Index Because:*Document **Prenegotiation Letter**Doc Description *Assign To Index Because*Index Code / Name: **1306 E-Mail**Seterus Top Doc: **No**Document **E-Mail**Doc Description *Email Correspondence communication*Index Code / Name: **1307 Payoff Documents**Seterus Top Doc: **No**Document **Payoff Documents**Doc Description *Payoff requests (also known as a demand) and reinstatement figure requests ONLY If the document arrives alone, with no auth form, they are to be saved here With the auth form attached, those are to be saved as 1311*Index Code / Name: **1308 Note Adjustment Refund Letter/Package**Seterus Top Doc: **No**Document **Note Adjustment Refund Letter/Package**Doc Description *Assign To Index Because.*Index Code / Name: **1309 Potential QWR**Seterus Top Doc: **No**Document **Consumer Government Affairs (CGA)**Doc Description *Correspondences specifically written directly for Jay Memmott, CEO, CFO or Controller Any documents from a state agency, Better Business Bureau, Congress representatives, or senator's office should be saved in this category for further review.*Document **Correspondences (Requests, changes, or cancellations)**Doc Description *Correspondences for such information (Requests, changes, or cancellations) are to be saved as this coding for proper review (E.g., Escrow, PMI, Court documents, Military Deployment and or SCRA, DIL Requests, Fax acknowledgements)*

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Document **Potential Qualified Written Request (QWR)**Doc Description *Any communication from the borrower and or third party where the nature of the letter is to complain, dispute, request information or require action to be taken (E.g. Escrow requests, changes, cancelations; intent to vacate or vacated property, etc.)*Document **The Real Estate Settlement Procedures Act (RESPA)**Doc Description *Any correspondences stating 'The Real Estate Settlement Procedures Act (RESPA)' are to be saved as this coding. Same goes for documents listed as 'Qualified Written Response' as well due to its same meaning.*Index Code / Name: **1310** Repurchase Req Seterus Top Doc: **No**Document **Repurchase Request Form**Doc Description *A Request to exceed cost limit(s) For Preservation and Protection*Index Code / Name: **1311** 3rd Party Documents Seterus Top Doc: **No**Document **Payoff Documents with Authorization**Doc Description *These documents arrive as a payoff request with an authorization form attached. Those specific authorization forms are to be saved TOGETHER and saved under this specific coding. If arrived alone without the auth form, those are to be only as 1307.*Index Code / Name: **1402** Insurance (Not Flood) Seterus Top Doc: **No**Document **Agreement to Provide Insurance**Doc Description *Homeowners insurance*Document **Standard Mortgagee Endorsement Auth.**Doc Description *Assign To Index Because*Document **Loss Payee**Doc Description *Assign To Index Because*Document **Life Insurance Policy**Doc Description *Assign To Index Because*Document **Declaration Page**Doc Description *Homeowners insurance declaration Page (non-flood)*Document **Insurance Binder**Doc Description *Assign To Index Because*Document **Policies**Doc Description *Homeowners insurance policy document*Document **Notice of Termination**Doc Description *Homeowners insurance Notice of Termination document*Document **Insurance Policy**Doc Description *Assign To Index Because*Index Code / Name: **1403** Flood Insurance Seterus Top Doc: **No**Document **Flood Insurance Binder**Doc Description *Flood Insurance Binder*Document **Declaration Page (Flood)**Doc Description *Declaration page (Flood)*Index Code / Name: **1404** Flood Certificate Seterus Top Doc: **No**Document **Flood Determination**Doc Description *This document must be from Homeland Security – Federal Emergency Management Agency and it must state DETERMINATION of flood insurance ☐*Document **Flood Certification**Doc Description *This document must be from Homeland Security – Federal Emergency Management Agency and it must state CERTIFICATION of flood insurance ☐*Index Code / Name: **1405** Property Taxes Seterus Top Doc: **No**

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Document: **Cert of Redemption from Property Tax Sale**Doc Description: *Cert of Redemption from Property Tax Sale correspondence*Document: **Certification of Real Estate Value**Doc Description: *Certification of Real Estate Value correspondence*Document: **Certificate of Property Tax Sale**Doc Description: *Certificate of Property Tax Sale correspondence*Document: **Notice of Assessed Value Change**Doc Description: *Notice of Assessed Value Change correspondence*Document: **Notice of Utility Rates**Doc Description: *Notice of Utility Rates correspondence*Document: **Copy of Redemption from Property Tax Sale**Doc Description: *Copy of Redemption from Property Tax Sale correspondence*Document: **Property Tax Statement**Doc Description: *Property Tax Statement correspondence*Document: **Property Tax Payment Receipts**Doc Description: *Property Tax Payment Receipts correspondences*Document: **Tax Search**Doc Description: *Tax Search correspondence*Document: **Property Tax Bills**Doc Description: *Property Tax Bills correspondence*Document: **Property Tax Lien**Doc Description: *Property Tax Lien correspondence*Document: **Property Tax Notice**Doc Description: *Property Tax Notice correspondence*Index Code / Name: **1406 Escrow Detail**Seterus Top Doc: **No**Document: **Initial Escrow Statement**Doc Description: *correspondence statement of the initial escrow information*Document: **Escrow Disclosure Statement**Doc Description: *Correspondence statement showing escrow disclosure information*Document: **Annual Escrow Statement**Doc Description: *Correspondence statement of the annual escrow information*Index Code / Name: **1407 Hazard Claims**Seterus Top Doc: **No**Document: **Checklist of Damage**Doc Description: *Documents referring to HAZARD claims, asking for payments for completed repairs or providing information for repairs. This listing is a checklist of the damages*Document: **Hazard Insurance Binder**Doc Description: *Hazard Insurance Binder document*Index Code / Name: **1409 Optional Insurance**Seterus Top Doc: **No**Document: **Optional Insurance**Doc Description: *Document indicating optional insurance*Index Code / Name: **1501 ARM Notices**Seterus Top Doc: **No**Document: **ARM Notice**Doc Description: *Assign To Index Because.*Index Code / Name: **1502 Annual Interest Statements**Seterus Top Doc: **No**Document: **Annual Statement**Doc Description: *Assign To Index Because.*

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Document 596-SS Verification		
Doc Description <i>Assign To Index Because</i>		
Document Mortgage Interest Statements		
Doc Description <i>Assign To Index Because</i>		
Index Code / Name: 1503 Billing Statements	Seterus Top Doc:	No
Document Billing Statement		
Doc Description <i>Assign To Index Because</i>		
Index Code / Name: 1506 Credit Bureau Report Received	Seterus Top Doc:	No
Document: Credit Reports		
Doc Description: <i>Document will be titled CREDIT/ Credco Credit reporting This document will range in length from 2-18pgs Will include Credit Summary,Current Status with ratings and account information</i>		
Document Credit Report Supplements		
Doc Description: <i>Document will be titled CREDIT/ Credco Credit reporting This document will range in length from 2-18pgs Will include Credit Summary,Current Status with ratings and account information</i>		
Index Code / Name: 1507 Edits and Audits	Seterus Top Doc:	No
Document Edit Cover Sheet		
Doc Description: <i>Assign To Index Because</i>		
Document Audit Report		
Doc Description <i>Assign To Index Because.</i>		
Document Manual Boarding Review Form		
Doc Description <i>Assign To Index Because</i>		
Document: ARM Audit Summary Report		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name: 1508 Servicer System Docs	Seterus Top Doc:	No
Document Name/SS # Search		
Doc Description: <i>System Screen shots of Borrower information</i>		
Document NCCI Tracking Sheet		
Doc Description: <i>System Screen shots of NCCI Tracking Sheet</i>		
Document: C & R Asset Investor Search		
Doc Description: <i>System Screen shots of Search Detail</i>		
Document Loan Histories		
Doc Description: <i>System Screen shots of Loan History</i>		
Document Collection Comments		
Doc Description: <i>System Screen shots of Collection Comments</i>		
Document: Payment History - Seterus		
Doc Description: <i>System Screen shots of Payment History</i>		
Document Skip Trace - Seterus		
Doc Description: <i>System Screen shots of Skip trace</i>		
Document Amortization Schedule		
Doc Description: <i>System Screen shots of Amortization Schedule</i>		
Index Code / Name: 1511 Research Requests	Seterus Top Doc:	No
Document Payment Research Request		
Doc Description: <i>Payment Research Database Screen Print</i>		
Document: Request for Copy of Posted Payments		
Doc Description: <i>Payment Research Database Screen Print</i>		
Index Code / Name: 1512 Microfiche To Images	Seterus Top Doc:	No

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Report - FULL Index List With Document Detail

Document: Microfiche To Images		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name: 1514 Dispute/Resolution Documents	Seterus Top Doc	No
Document: Consumer Dispute		
Doc Description: <i>CGA</i>		
Document: Correspondence Summary		
Doc Description: <i>Documents are pre-banded by the business with an outside sheet indicating code 1514. Within the banded packets, each will arrive with a coversheet listing 'correspondence summary' that is stapled for that individual loan. All are to be saved together.</i>		
Index Code / Name: 1515 Recommendation	Seterus Top Doc:	No
Document: Asset Liquidation Recommendation		
Doc Description: <i>Assign To Index Because</i>		
Document: Borrower Data/Loan Status		
Doc Description: <i>Assign To Index Because.</i>		
Document: Repayment Recommendation		
Doc Description: <i>Assign To Index Because.</i>		
Document: Low Equity Edit Recommendation		
Doc Description: <i>Assign To Index Because</i>		
Document: Addendum to Reinstatement Worksheet		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name: 1516 Returned Mail	Seterus Top Doc:	No
Document: Returned Mail		
Doc Description: <i>The USPS Form 3547 fee due \$ 050, will have a printed stamp located on the document with old and new addresses. These forms will always be coded as this index.</i>		
Index Code / Name: 1517 Senior Lien holder Info	Seterus Top Doc:	No
Document: Senior Lien Holder Info		
Doc Description: <i>This document index should represent various types of Senior Lien Holder Info.</i>		
Document: Request 1st Mortgage Holders Information		
Doc Description: <i>Assign To Index Because</i>		
Document: Mortgage Information Summary		
Doc Description: <i>Assign To Index Because.</i>		
Index Code / Name: 1521 Automatic Clearing House (ACH)	Seterus Top Doc:	No
Document: Stop Pay		
Doc Description: <i>All automatic payment authorization agreement forms – ACH Forms – From any servicer. This document will indicate a request to stop their ACH.</i>		
Document: Automatic Clearing House (ACH)		
Doc Description: <i>All automatic payment authorization agreement forms – ACH Forms – From any servicer. Any date changes, cancellations, questions regarding ACH should be saved under this code of 1521.</i>		
Index Code / Name: 1522 Fraud / Theft	Seterus Top Doc:	No
Document: ID Theft Affidavit		
Doc Description: <i>Assign To Index Because.</i>		
Document: Affidavit of Identity Theft		
Doc Description: <i>Assign To Index Because</i>		
Document: Fraud Report		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name: 1523 Credit Dispute Equifax	Seterus Top Doc:	No

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Document: Credit Dispute Equifax			
Doc Description <i>Return dispute response Form specific for Equifax</i>			
Index Code / Name:	1524 Credit Dispute Experian	Seterus Top Doc	No
Document: Credit Dispute Experian			
Doc Description <i>Return dispute response Form specific for Experian</i>			
Index Code / Name:	1525 Credit Dispute Trans Union	Seterus Top Doc:	No
Document: Credit Dispute Trans Union			
Doc Description <i>Return dispute response Form specific for Trans Union</i>			
Index Code / Name:	1526 Prior Servicer Arm History	Seterus Top Doc:	No
Document: Prior Servicer Arm History			
Doc Description <i>Assign To Index Because</i>			
Index Code / Name:	1529 Credit Dispute Innovis	Seterus Top Doc:	No
Document: Credit Dispute Innovis			
Doc Description <i>Return dispute response Form specific for innovis</i>			
Index Code / Name	1530 Certified Returned Mail	Seterus Top Doc:	No
Document: Certified Returned Mail			
Doc Description <i>Assign To Index Because</i>			
Index Code / Name.	1601 BPOs - OTHER	Seterus Top Doc:	No
Document: Competitive Market Analysis			
Doc Description <i>Competitive Market Analysis correspondences are to be saved here</i>			
Document: Equity Analysis Form			
Doc Description <i>Copies of the equity analysis forms are to be saved here</i>			
Document: Comparables			
Doc Description <i>Copies of the property comparables are to be saved here MLS Forms can also be saved under this coding</i>			
Document: BPO Coversheet only			
Doc Description <i>Copies of BPO coversheets only are to be saved here.</i>			
Document: Property Listings			
Doc Description <i>Copies of property Listings are to be saved here</i>			
Index Code / Name.	1602 Appraisals - OTHER	Seterus Top Doc.	No
Document: Collateral Review - Origination			
Doc Description. <i>Assign To Index Because</i>			
Document: Real Estate Analysis			
Doc Description <i>Assign To Index Because</i>			
Document: Ground Lease Appraisal			
Doc Description. <i>Assign To Index Because</i>			
Document: Appraisal Conditions			
Doc Description <i>Incomplete Appraisal, Supporting Documentation or additional information for report are saved under this coding.</i>			
Document: Home Valuation Code of Conduct Disclosure (HVCC)			
Doc Description <i>Assign To Index Because</i>			
Document: Appraisal Report			
Doc Description <i>A complete and accurate description of the property detail, Value,market analysis Interior and Exterior of property</i>			
Index Code / Name.	1603 Inspections	Seterus Top Doc.	No
Document: Property Preservation Work Request			
Doc Description <i>Assign To Index Because</i>			

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Document **Appraiser Decline to Complete BPO**Doc Description: *Assign To Index Because*Document **Property Inspection**Doc Description: *Assign To Index Because*Document **Property Inspection Waiver (PIW)**Doc Description: *Assign To Index Because.*Document **Initial Home Property Inspection**Doc Description: *Assign To Index Because.*Document **Other Inspections**Doc Description: *Assign To Index Because.*Document **Vacancy Notice**Doc Description: *Assign To Index Because:*Document: **Satisfactory Completion Certificate**Doc Description: *Assign To Index Because*Document **NCCI Occupancy Verification Report**Doc Description: *Assign To Index Because:*Document **Single Work Order Results Report**Doc Description: *Assign To Index Because*Document: **Property Reports w/invoices attached**Doc Description: *Assign To Index Because*Document **First Time Vacant/Unsecure Property Report**Doc Description: *Assign To Index Because*Document: **Pictures - alone or w/invoices**Doc Description: *Assign To Index Because*Index Code / Name. **1604 Reports**Seterus Top Doc: **No**Document **Environmental Report**Doc Description: *Survey, Environmental, Engineering Report*Document: **Plat Map**Doc Description: *Document is printed copy of Map showing Property Boundaries and location*Document **Survey**Doc Description: *Survey, Environmental, Engineering Report*Document **Engineering Report**Doc Description: *Survey, Environmental, Engineering Report*Index Code / Name **1605 Value Review**Seterus Top Doc: **No**Document: **Foreclosure Disposition Model**Doc Description: *Assign To Index Because*Document **Pre Foreclosure Value Testing**Doc Description: *Assign To Index Because.*Index Code / Name: **1606 Pre-Acquisition Review Package**Seterus Top Doc: **No**Document **Pre-Acquisition Review Package**Doc Description: *Assign To Index Because:*Index Code / Name. **1607 Pre-FC Broker Drive By**Seterus Top Doc. **No**Document: **Pre-FC Broker Drive By**Doc Description: *Assign To Index Because*Index Code / Name: **1701 Pleadings**Seterus Top Doc. **No**

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Document **1st Legal Notification**Doc Description: *Court Document being the first form of legal Notification.*Document: **Substitution of Trustee**Doc Description: *Court Document Titled Substitution of Trustee*Document: **Affidavit of Non-Military Service**Doc Description: *Assign To Index Because.*Document: **Notice of Default**Doc Description: *Court Documentation Stating , Notice or Rescission, Notice or Default, Notice Of Lis Pendens*Document: **Final Judgment for Deficiency**Doc Description: *Assign To Index Because*Document: **Certification of Amount Due**Doc Description: *Assign To Index Because*Document: **Judgment of Foreclosure**Doc Description: *Assign To Index Because*Document: **Appointment of Successor Trustee**Doc Description: *This is a Recorded legal document appointing a successor trustee*Document: **Response**Doc Description: *Assign To Index Because*Document: **Order Confirming or Ratifying Sale**Doc Description: *District Court Documentation stating _ Order for ,or Order Dismissing*Document: **Motion and Order waiving redemption peri**Doc Description: *Court Documentation Stating ,Motion waiving, Motion for Deficiency, Motion for Default*Document: **Certificate of Amount Due**Doc Description: *Assign To Index Because*Document: **Order to Change Counsel**Doc Description: *District Court Documentation stating _ Order for ,or Order Dismissing*Document: **Release of Lis Pendens**Doc Description: *Assign To Index Because*Document: **Master's Report**Doc Description: *Assign To Index Because.*Document: **Complaint (Court Document)**Doc Description: *Assign To Index Because*Document: **Referee's Report**Doc Description: *Assign To Index Because.*Document: **Court Notice of Sale Postponement/Cancellation**Doc Description: *Assign To Index Because'*Document: **Cross-Complaint**Doc Description: *Court Document stating the subject Cross- Complaint in summary*Document: **Answer**Doc Description: *Assign To Index Because*Document: **Default Notice**Doc Description: *Assign To Index Because.*Document: **Notice of Lis Pendens**Doc Description: *Court Documentation Stating , Notice or Rescission, Notice or Default, Notice Of Lis Pendens*Document: **Motion for Deficiency**Doc Description: *Court Documentation Stating ,Motion waiving, Motion for Deficiency, Motion for Default*

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Document: **Counter-Claim**Doc Description: *Assign To Index Because:*Document **Foreclosure Judgment**Doc Description: *Assign To Index Because*Document **Motion of Default**Doc Description: *Court Documentation Stating ,Motion waiving, Motion for Deficiency,Motion for Default*Document: **Motion Validating Foreclosure Sale**Doc Description: *Court Documentation Stating ,Motion waiving, Motion for Deficiency,Motion for Default*Document **Summons (Court Document)**Doc Description: *Court Document Issuing a summons*Document: **Stipulated Agreement to Vacate Premises**Doc Description: *With respect to real property, to vacate the premises means to give up possession of the property This document reflect such information.*Document **Court Order**Doc Description: *Pleading type of court orders are to be housed here. Order for a Sheriff's Sale Vacated (Court Documents) can be saved here.*Document **Order Validating Sale**Doc Description: *District Court Documentation stating _ Order for ,or Order Dismissing.*Document: **Lis Pendens**Doc Description: *Assign To Index Because*Document **Motions to set aside sale**Doc Description: *Court Documentation Stating ,Motion waiving, Motion for Deficiency,Motion for Default*Document: **Public Trustee's Notice of Rights to Cure**Doc Description: *Assign To Index Because:*Document **Court Correspondence**Doc Description: *Assign To Index Because:*Document **Summary Judgement of Foreclosure**Doc Description: *Court Document with Judgement*Document **Affidavit of Indebtedness**Doc Description: *Assign To Index Because*Document: **Military Certification**Doc Description: *This document is a 'MILITARY CERTIFICATION (N C GEN STAT § 45-21 12A)' form from the General Court of Justice of NC.*Index Code / Name: **1702 Foreclosure Sale Information**Seterus Top Doc: **No**Document **Foreclosure Sale Bid w/BPOs & Appraisal**Doc Description: *Assign To Index Because*Document **Foreclosure Sale Bid w/BPOs only**Doc Description: *Assign To Index Because*Document **Foreclosure Sale Results**Doc Description: *Assign To Index Because:*Document **Notice of Excess Proceeds**Doc Description: *Assign To Index Because:*Document **Foreclosure Bidding Instructions**Doc Description: *Assign To Index Because:*Index Code / Name: **1703 Foreclosure Package**Seterus Top Doc: **No**Document **Foreclosure Package**Doc Description: *Assign To Index Because*Index Code / Name: **1704 Worksheets / Checklists**Seterus Top Doc: **No**

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Document **Referral Checklist**Doc Description: *General Worksheet specific for the Dept - In house*Document **Loan Recovery**Doc Description: *General Worksheet specific for the Dept - In house*Document: **Loan to REO**Doc Description: *General Worksheet specific for the Dept - In house*Document: **Deficiency Analysis**Doc Description: *General Worksheet specific for the Dept - In house*Index Code / Name: **1705 Claims Misc Correspondence**Seterus Top Doc. **No**Document **FHA Part B-E Advice of Payment**Doc Description: *Assign To Index Because. To validate the payment that was paid, and to validate at the charge level*Document: **FHA Claim Parts B-E**Doc Description: *Assign To Index Because To validate the payment that was paid, and to validate at the charge level*Document: **Resolution Claim Review**Doc Description: *Assign To Index Because To validate the payment that was paid, and to validate at the charge level*Document: **FHA Claim Part A**Doc Description: *Assign To Index Because To validate the payment that was paid, and to validate at the charge level*Document **FHA Title Package**Doc Description: *Assign To Index Because To validate the payment that was paid, and to validate at the charge level*Document **VA Status of Loan Account**Doc Description: *To validate the payment that was paid, and to validate at the charge level.*Document **FHA/VA - Other**Doc Description: *Assign To Index Because To validate the payment that was paid, and to validate at the charge level*Document **MI Company Bidding Instructions**Doc Description: *To validate the payment that was paid, and to validate at the charge level*Document **MI company's advice to acquire property**Doc Description: *To validate the payment that was paid, and to validate at the charge level.*Document **VA Request for Reasonable Value**Doc Description: *To validate the payment that was paid, and to validate at the charge level.*Document: **FHA Part A Advice of Payment**Doc Description: *Assign To Index Because To validate the payment that was paid, and to validate at the charge level*Document **VA NO Bid**Doc Description: *To validate the payment that was paid, and to validate at the charge level*Document **VA Title Package**Doc Description: *To validate the payment that was paid, and to validate at the charge level*Document: **Notice of Default (Dept of VA)**Doc Description: *To validate the payment that was paid, and to validate at the charge level.*Document **VA Election to Convey**Doc Description: *To validate the payment that was paid, and to validate at the charge level*Document: **VA Notice to Cut-off**Doc Description: *To validate the payment that was paid, and to validate at the charge level*Document **VA Advice of Payment**Doc Description: *To validate the payment that was paid, and to validate at the charge level*Document **Deed conveying property to MI company, F**Doc Description: *To validate the payment that was paid, and to validate at the charge level*

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Document Portfolio Request Results		
Doc Description: <i>Assign To Index Because To validate the payment that was paid, and to validate at the charge level</i>		
Document: VA Claim		
Doc Description: <i>To validate the payment that was paid, and to validate at the charge level</i>		
Document: VA Bidding Instructions		
Doc Description: <i>To validate the payment that was paid, and to validate at the charge level</i>		
Document: Notice of Default & Intention to Foreclo		
Doc Description: <i>To validate the payment that was paid, and to validate at the charge level</i>		
Index Code / Name: 1707 Pre-Foreclosure Document	Seterus Top Doc:	Yes
Document: Pre- Liquidation Checklist		
Doc Description: <i>Misc Pre-Foreclosure Checklist</i>		
Document: Recommendation Worksheet		
Doc Description: <i>Document will be titled Recommendation Worksheet which is in house generated</i>		
Document: Pre-Foreclosure Model		
Doc Description: <i>Document will be titled Pre-Foreclosure Model</i>		
Index Code / Name: 1708 Reinstatement / Payoff Request	Seterus Top Doc:	No
Document: Reinstatement / Payoff Request		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name: 1709 FNMA Claims	Seterus Top Doc:	No
Document: FNMA Claims		
Doc Description: <i>Claims Department Assigned Only. This document will not be indexed outside of the Claims department</i>		
Index Code / Name: 1710 MI Claims	Seterus Top Doc:	No
Document: MI Claims		
Doc Description: <i>Claims Department Assigned Only. This document will not be indexed outside of the Claims department</i>		
Index Code / Name: 1711 Denied Claims	Seterus Top Doc:	No
Document: Denied Claims		
Doc Description: <i>Claims Department Assigned Only. This document will not be indexed outside of the Claims department.</i>		
Index Code / Name: 1712 Explanation of Benefits	Seterus Top Doc:	No
Document: Explanation of Benefits		
Doc Description: <i>Assign To Index Because It states "Explanation of Benefits" on it, and has arrived from a MI company</i>		
Index Code / Name: 1713 Foreclosure - CA Declaration	Seterus Top Doc:	Yes
Document: Foreclosure - CA Declaration		
Doc Description: <i>The document states ' notice of default/Notice of Sale Declaration' which is from the state of CALIFORNIA These specific forms are to be saved as this coding regardless of the information listed within</i>		
Index Code / Name: 1714 Foreclosure - WA Declaration	Seterus Top Doc:	Yes
Document: Foreclosure - WA Declaration		
Doc Description: <i>The document states ' notice of default/Notice of Sale Declaration' which is from the state of WASHINGTON These specific forms are to be saved as this coding regardless of the information listed within</i>		
Index Code / Name: 1715 Auto Bidding Instructions	Seterus Top Doc:	Yes
Document: Auto Bidding Instructions		
Doc Description: <i>Assign To Index Because.</i>		
Index Code / Name: 1716 ORCR - OR SB628 Mod Request	Seterus Top Doc:	Yes
Document: ORCR - OR SB628 Mod Request		
Doc Description: <i>The document that is imaged under this index code has no minimum requirement Please save this form under this specific code regardless if the form is filled out properly or not.</i>		

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Index Code / Name: 1717 MI Rescissions - Cancellations	Seterus Top Doc:	No
Document: MI Rescission Correspondence		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name: 1718 MI Pre-Rescissions - Cancellations	Seterus Top Doc:	No
Document: MI Pre-Rescission Correspondence		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name: 1719 Contested Invoice Back-Up	Seterus Top Doc:	No
Document: Contested Invoice Back-Up		
Doc Description: <i>This code is used specifically for investor reimbursement in regards to Seterus' payment of nonourtime fees in a contested or litigated foreclosure (not DX) for the following disposal codes CX, JX, OX.</i>		
Index Code / Name: 1799 Foreclosure - Other	Seterus Top Doc:	No
Document: Status Reports		
Doc Description: <i>Assign To Index Because</i>		
Document: Substitute Trustees Sale		
Doc Description: <i>The creator (settlor) of the trust can elect to serve as trustee, saving administrative fees, while designating a substitute trustee, often a financial institution, to serve upon the incapacity or death of the creator</i>		
Document: Data Input Request		
Doc Description: <i>Assign To Index Because</i>		
Document: 30 Day Notice to pay		
Doc Description: <i>Assign To Index Because.</i>		
Document: Foreclosure - Other		
Doc Description: <i>Assign To Index Because</i>		
Document: Litigation Issues		
Doc Description: <i>Assign To Index Because</i>		
Document: 60 Days to Terminate		
Doc Description: <i>Court Document stating Termination is required within 60 day period</i>		
Document: Notice of Sale		
Doc Description: <i>Assign To Index Because</i>		
Document: Disposition Request		
Doc Description: <i>Assign To Index Because.</i>		
Document: Asset Evaluation Model		
Doc Description: <i>Assign To Index Because</i>		
Document: Notice to Pay or Quit		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name: 1801 Proof of Claim - Bankruptcy	Seterus Top Doc:	Yes
Document: Proof of Claim - BKO		
Doc Description: <i>Acknowledgement, Assign of, or Proof of CLAIM (Wrksht) WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE CRITICAL WORDS 1)AGREED 2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTI</i>		
Document: Assignment of Claim - BKO		
Doc Description: <i>Acknowledgement, Assign of, or Proof of CLAIM (Wrksht) WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE CRITICAL WORDS 1)AGREED 2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTI</i>		
Document: Bankruptcy Sheet Claim Amounts - BKO		
Doc Description: <i>Acknowledgement, Assign of, or Proof of CLAIM (Wrksht) WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE CRITICAL WORDS 1)AGREED 2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTI</i>		

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Document **Objection to Proof of Claim - BKO**

Doc Description: *Acknowledgement, Assign of, or Proof of CLAIM (Wrksht) WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTI*

Document **Notice of Transfer of Claim - BKO**

Doc Description: *Acknowledgement, Assign of, or Proof of CLAIM (Wrksht) WORD HIERARCHY: 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTI*

Index Code / Name: **1802 Plan - Bankruptcy**Seterus Top Doc: **No**Document **Disclosure Statement - BKO**

Doc Description: *Bankruptcy Disclosure Statement. WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTION*

Document **Request for Objection to Confirmation - BKO**

Doc Description: *Amendment to PLAN. Chapter 13 PLAN Notice of Confirmation and PLAN Terms Notice of Amended PLAN Notice of Completed PLAN Trustee's Modified PLAN WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document **Objection to Confirmation - BKO**

Doc Description: *Notice of Confirmation and PLAN Terms WORD HIERARCHY: 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTION*

Document **Schedules - BKO**

Doc Description: *SCHEDULES (EXCEPT SCHEDULE A) WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTION*

Document **Bankruptcy Plan - BKO**

Doc Description: *Amendment to PLAN Chapter 13 PLAN Notice of Confirmation and PLAN Terms Notice of Amended PLAN Notice of Completed PLAN Trustee's Modified PLAN WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE.*

Document **Voluntary Petition - BKO**

Doc Description: *VOLUNTARY PETITION WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTION*

Index Code / Name: **1803 Orders - Bankruptcy**Seterus Top Doc: **Yes**Document **Discharge Order - BKO**

Doc Description: *Discharge Order Document. WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTION*

Document: **Stipulated Order - BKO**

Doc Description: *Stipulated Order Document WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTION*

Document **Dismissal Order - BKO**

Doc Description: *Dismissal Order Document WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTION*

Document: **Relief Order - BKO**

Doc Description: *Relief Order Document WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS: 1)AGREED, 2)COMPLAINTS, 3)CONTEMPT/SANCTIONS, 4)DISALLOW, 5)EVIDENTIARY, 6)FINAL, 7)MOTION TO AVOID/VOID, 8)SATISFACTION*

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Document: **Bankruptcy Order Confirming Plan - BKO**

Doc Description: *Order confirming a Plan. WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Closing Order - BKO**

Doc Description: *Closing Order Document. WORD HIERARCHY. 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE. CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Other Orders - BKO**

Doc Description: *ORDER Granting Motion for Relief from Automatic Stay. Notice of Entry of ORDER ORDER Denying Confirmation of Plan. WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Index Code / Name: **1804 Payment Research - Bankruptcy**

Seterus Top Doc.

Yes

Document **Trustee's Correspondence - BKO**

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Trustee Check Vouchers - BKO**

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Trustee's Log - BKO**

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Excel Payment Worksheet - BKO**

Doc Description: *WORD HIERARCHY. 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Case Ledger - BKO**

Doc Description: *WORD HIERARCHY. 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Payment Histories - Bankruptcy Trustee - BKO**

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS,1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Trustee Disbursement History - BKO**

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document: **Account Officer Research Notes - BKO**

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Index Code / Name: **1805 Reaffirmation Agreement - Bankruptcy**

Seterus Top Doc.

Yes

Document **Reaffirmation Agreement - BKO**

Doc Description: *Relevant REAFFIRMATION Correspondence WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

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Document Letter Regarding Reaffirmation Agreement - BKO

Doc Description: *Relevant REAFFIRMATION Correspondence WORD HIERARCHY:1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE. CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Index Code / Name: **1806** Motions - BankruptcySeterus Top Doc: **Yes****Document Stipulation - BKO**

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE.*

Document Motion for Relief - BKO

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document Motions - BKO

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document Certifications - BKO

Doc Description: *WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document Bankruptcy Demand Letter

Doc Description: *WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document Declarations - BKO

Doc Description: *WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document Atty. Referral Letter For Motions - BKO

Doc Description: *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document Affidavits - BKO

Doc Description: *WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Index Code / Name: **1807** Bankruptcy Court NoticesSeterus Top Doc: **No****Document Other Court Notices - BKO**

Doc Description: *NOTICE of Automatic Stay. NOTICE of Creditors Meeting NOTICE of Dismissal of Case. NOTICE of Hearing NOTICE of filed claim WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE.*

Document Court Notices - BKO

Doc Description: *NOTICE of Automatic Stay NOTICE of Creditors Meeting NOTICE of Dismissal of Case. NOTICE of Hearing NOTICE of filed claim WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE*

Document Notice of Commencement - BKO

Doc Description: *WORD HIERARCHY:1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE. CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Index Code / Name: **1808** Pacer - BankruptcySeterus Top Doc: **No****Document Claims Register - BKO**

Doc Description: *CASE SUMMARY WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document Docket Report - BKO

Doc Description: *CASE SUMMARY WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document Pacer - BKO

Doc Description: *CASE SUMMARY WORD HIERARCHY: 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS:1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Index Code / Name: **1809** Adversary Complaint - BankruptcySeterus Top Doc: **Yes**

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Document **Adversary Complaint - BKO**

Doc Description *Motion for contempt for violation & for sanctions WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE. CRITICAL WORDS: 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW,5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACT*

Index Code / Name: **1810** Judgments - BankruptcySeterus Top Doc: **Yes**Document **Default Judgment - BKO**

Doc Description *WORD HIERARCHY. 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS.1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Complaint of Judgment - BKO**

Doc Description. *WORD HIERARCHY 1ST) CLAIM, 2ND) MOTION, 3RD) ORDER, 4TH) PLAN, 5TH) NOTICE, 6TH) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Index Code / Name: **1811** Objections - BankruptcySeterus Top Doc: **Yes**Document **Notice of Entry of Text Order re: Objection to Claim**

Doc Description *WORD HIERARCHY:1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Objections to Proof of Claim - BKO**

Doc Description. *(by trustee or debtor) legal action against us WORD HIERARCHY:1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document. **Trustee's Opposition to Confirmation of Plan #_**

Doc Description *WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE. CRITICAL WORDS.1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Order Establishing Procedures for Objection to Confirmation**

Doc Description *WORD HIERARCHY.1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document **Notice of date to file Objection to Chapter 13 Plan**

Doc Description *WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Document. **Objection to Confirmation of the Plan filed by Creditor**

Doc Description *Request for OBJECTION to Confirmation of Plan. WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW, 5)EVIDENTIARY,6)FINAL,7)MOTION TO AVOID/VOID,8)SATISFACTION*

Index Code / Name: **1899** Bankruptcy - OtherSeterus Top Doc: **Yes**Document **Misc. Documentation - BKO**

Doc Description *Status Report or any other docs that does not follow the criteria for BK index codes WORD HIERARCHY 1)CLAIM, 2)MOTION, 3)ORDER, 4)PLAN, 5)NOTICE, 6)TRUSTEE CRITICAL WORDS 1)AGREED,2)COMPLAINTS,3)CONTEMPT/SANCTIONS,4)DISALLOW,5)EVIDENTIARY,6)FINAL,7)MOTION*

Document **Schedule A - Real Property - BKO**

Doc Description: *BKO Document will state Schedule A - Real Property. These documents are specific to BK only WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE*

Document **Proof of Claim Worksheet - BKO**

Doc Description *BKO Document will state Proof of claim worksheet These documents are specific to BK only WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE*

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Document **Bankruptcy Checklist - BKO**Doc Description *Bankruptcy Transfer Checklist. These documents are specific to BK only. WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE.*Document **Statement of Intention - BKO**Doc Description *BKO Document will state Statement of Intention. These documents are specific to BK only WORD HIERARCHY 1) CLAIM, 2) MOTION, 3) ORDER, 4) PLAN, 5) NOTICE, 6) TRUSTEE.*Index Code / Name: **1901** Holdback Agreement - Commercial Seterus Top Doc: **No**Document **Holdback Agreement - Commercial**Doc Description *Assign To Index Because*Index Code / Name: **1902** Tenant Leases - Commercial Seterus Top Doc: **No**Document **Tenant Leases - Commercial**Doc Description *Assign To Index Because*Index Code / Name: **1903** Commitment - Commercial Seterus Top Doc: **No**Document **Commitment - Commercial**Doc Description *Assign To Index Because*Index Code / Name: **1904** Construction Loans - Commercial Seterus Top Doc: **No**Document **Construction Loans - Commercial**Doc Description *Assign To Index Because*Index Code / Name: **1905** Business Plan - Commercial Seterus Top Doc: **No**Document **Business Plan - Commercial**Doc Description *Assign To Index Because*Index Code / Name: **1906** Confidentiality Agreement - Commercial Seterus Top Doc: **No**Document **Confidentiality Agreement - Commercial**Doc Description *Assign To Index Because*Index Code / Name: **2101** LWO - Approved Deals Seterus Top Doc: **No**Document **LWO - Approved Deals**Doc Description *Assign To Index Because*Index Code / Name: **2102** LWO QC Review Seterus Top Doc: **No**Document **LWO QC Review**Doc Description *Assign To Index Because*Document **ARC Checklist**Doc Description *Assign To Index Because.*Index Code / Name: **2104** Loss Mitigation Packet Seterus Top Doc: **No**Document **Forbearance Plan Checklist**Doc Description: *Assign To Index Because*Document **Loss Mitigation Model-LWO**Doc Description *Assign To Index Because.*Document **Individual Loan Sale Checklist**Doc Description *Assign To Index Because:*Document **Pulse Printout (with small checklist of**Doc Description *Assign To Index Because*Document **Short Sale/SPO Checklist**Doc Description *Assign To Index Because*Document **Loan Modification Terms Worksheet**Doc Description *Assign To Index Because*

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Document: Stipulated Agreement Checklist		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name:	2105 Estimated HUD-1 (non-origination)	Seterus Top Doc: Yes
Document: Estimated HUD-1 (non-origination)		
Doc Description: <i>Signed and Unsigned Settlement Statements, Estimated Sellers Net Proceeds, & Good Faith Estimates are to be saved here</i>		
Index Code / Name:	2107 Hope Referral	Seterus Top Doc: No
Document: Consumer Credit Counseling Services		
Doc Description: <i>May come from numerous agencies such as Consumer Credit Counseling Services of Atlanta, or Central Florida, or Greater Dallas, and or San Francisco If the document arrives with their information, please save under this coding.</i>		
Document: Springboard Nonprofit Consumer Credit Management"		
Doc Description: <i>May come from numerous agencies such as Springboard Nonprofit Consumer Credit Management" If the document arrives with their information, please save under this coding.</i>		
Document: Auriton Solutions		
Doc Description: <i>May come from numerous agencies such as Auriton Solutions. If the document arrives with their information, please save under this coding.</i>		
Document: ByDesign Financial Solutions		
Doc Description: <i>May come from numerous agencies such as ByDesign Financial Solutions If the document arrives with their information, please save under this coding.</i>		
Document: HOPE Now Web Referral		
Doc Description: <i>May come from numerous agencies such as HOPE Now Web Referral If the document arrives with their information, please save under this coding</i>		
Document: Hope Referral		
Doc Description: <i>May come from numerous agencies such as Auriton Solutions, ByDesign Financial Solutions, Consumer Credit Counseling Services, etc</i>		
Document: Novadebt		
Doc Description: <i>May come from numerous agencies such as Novadebt If the document arrives with their information, please save under this coding</i>		
Index Code / Name:	2108 Financials (Corp. Borrower Website)	Seterus Top Doc: No
Document: Financials (Corp Borrower Website)		
Doc Description: <i>These financials are specically being uploaded from the Corp Borrower Website ONLY.</i>		
Index Code / Name:	2109 Short Sale - Signed	Seterus Top Doc: No
Document: Short Sale - Signed		
Doc Description: <i>Settlement Agreements --- Settlement/SPO Agreements are to be indexed as this coding after internal review only</i>		
Index Code / Name:	2110 HUD - Final	Seterus Top Doc: No
Document: HUD - Final		
Doc Description: <i>These are NON origination Final Huds</i>		
Index Code / Name:	2111 Payment Plan - Signed	Seterus Top Doc: No
Document: Payment Plan - Signed		
Doc Description: <i>Forbearance/Payment Plans All pages (4) of the agreement is included, No pages, paragraphs, or figures are crossed off or altered in any way, All required signatures are present on the signature page with date.</i>		
Index Code / Name:	2112	Seterus Top Doc: No
Document: Modification To Reissue		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name:	2113 Outgoing Closing Documents	Seterus Top Doc: No
Document: Outgoing Closing Documents		
Doc Description: <i>Internally generated documents in regards to their agreement and is sent out to the customer to be filled out and returned This coding is only used internally to house such documents</i>		
Index Code / Name:	2114 Financial Statement	Seterus Top Doc: No

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Document Financial Statement

Doc Description *Seterus (Only) Financial Statement must show income and expenses If the borrower indicates that his/her income is "ZERO", "NONE", or "N/A" it is acceptable*

Index Code / Name **2115** Proof Of Income Seterus Top Doc: **No**

Document Proof Of Income

Doc Description *Payment Detail/ Copy of paystub also code 2130*

Index Code / Name **2116** Tax Return Received Seterus Top Doc: **No**

Document Tax Returns

Doc Description *Must be the 2 current years detailing the adjusted gross income Acceptable forms are 1040 & 1040A (both min of 2 pages) Acceptable forms are 4010-EZ & 1040X (can be single pages). IRS Transcript that is complete for ONE year can be saved here too*

Index Code / Name: **2117** Reason For Default Letter Seterus Top Doc: **No**

Document Reason For Default Letter

Doc Description *Letter from the BORROWER stating hardship and/or reason for default If the letter is ACCOMPANIED by a financial statement or other proof of income documents, this coding takes presedence as are to be saved together.*

Index Code / Name: **2118** Deed in Lieu Seterus Top Doc: **Yes**

Document Deed in Lieu

Doc Description *Document will have included it title Deed in Lieu. A Deed in lieu of foreclosure is a deed instrument in which a mortgagor*

Index Code / Name: **2119** Individual Loan Sale (ILS) Seterus Top Doc: **No**

Document Individual loan Sale (ILS)

Doc Description *Assign To Index Because*

Index Code / Name. **2120** Altered/Incomplete Closing Docs Seterus Top Doc: **No**

Document Altered/Incomplete Closing Docs

Doc Description *Unsigned Agreements are saved here*

Index Code / Name. **2121** California Home Retention Fund (CHRF) Seterus Top Doc: **No**

Document California Home Retention Fund (CHRF)

Doc Description *Assign To Index Because*

Index Code / Name. **2122** Bankruptcy - Pending Approval Seterus Top Doc: **No**

Document Bankruptcy - Pending Approval

Doc Description *Assign To Index Because*

Index Code / Name: **2123** Signature Review Seterus Top Doc: **No**

Document Signature Review

Doc Description *Assign To Index Because*

Index Code / Name. **2124** Loss Mitigation Denial Packet Seterus Top Doc: **Yes**

Document Loss Mitigation Denial Packet

Doc Description *Document will be titled Loss Mit Denial Review, will include Borrowers Financials, Strategy Resolver Forms*

Index Code / Name **2125** Hope Now - Website Referral Seterus Top Doc: **No**

Document Hope Now - Website Referral

Doc Description *This is a Assistance Intake Form that mainly comes from this email address (admin@hopenow.com)*

Index Code / Name. **2126** HAMP - Hardship Affidavit Seterus Top Doc: **Yes**

Document HAMP - Hardship Affidavit

Doc Description *The explanation page does not have to be filled out to be complete as long as the rest of the details are listed (e.g., signature and dated is a MUST) 'Typed' signatures are not acceptable*

Index Code / Name. **2127** HAMP - Trial Mod Seterus Top Doc: **Yes**

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Document **HAMP - Trial Mod**Doc Description *If any HAMP Trial Modification documents are received, save to imaging code 2127 - HAMP TRIAL MOD. If the agreement and or document states HAMP Trial Modification and or proposed trial modification, please index under this code*Index Code / Name: **2128** 4506T - IRS Authorization Form Seterus Top Doc **No**Document **4506T-EZ - IRS Authorization Form**Doc Description *This document is the 4506T-EZ form, similar to the regular 4506T document. Same criteria*Document **4506T - IRS Authorization Form**Doc Description *Form must be legible with the following 1a) Name, 1b) Social security number, 3) current address, 6) 1040, 6a) only this box can be checked, 9) year period is the most current 2 years only. Signature & date(not older than 120days)*Index Code / Name: **2129** Bank Statement Seterus Top Doc **No**Document **Bank Statement**Doc Description *Any bank statements (check and/or savings - applies to business accounts as well) Must have an identifiers listed. Timeframe must be within 90days of current date.*Index Code / Name: **2130** Check Stub Seterus Top Doc **No**Document **Employer Letters**Doc Description *Commission statements, Letter from employer, Offer letter from third party, and or stating a specific pay amount, per pay period (can be weekly, bi-weekly, monthly, annually, etc)*Document **Check Stub**Doc Description *Must be a current pay stub including deductions within the last 3 months of the month that the documents are received. The pay stubs must indicate a name (first name alone is not valid), address, or partial SSI number to be determined complete.*Index Code / Name: **2132** 4506T - IRS Transcript Seterus Top Doc. **Yes**Document **4506T - IRS Transcript**Doc Description *Please save documents to this imaging code if tax return transcripts are for the last 2 current years (example 2009 -2010)*Index Code / Name: **2133** Outreach Referral Seterus Top Doc. **No**Document **Outreach Referral**Doc Description *Assign To Index Because*Index Code / Name: **2134** HAMP - Validated Income Seterus Top Doc. **No**Document **HAMP - Validated Income**Doc Description *Assign To Index Because'*Index Code / Name: **2135** HAMP - MI Second Look Approval Seterus Top Doc **No**Document **HAMP - MI Second Look Approval**Doc Description *Assign To Index Because*Index Code / Name: **2136** HAMP - Subordination Request L711 Seterus Top Doc' **No**Document **HAMP - Subordination Request L711**Doc Description *A new requirement for the HAMP program. This document must be a full form to be saved under this index code regardless if the information is filled out or not*Index Code / Name: **2137** Short Sale Misc Seterus Top Doc: **No**Document **Short Sale Misc.**Doc Description *Requests for extensions (includes coversheets), Earnest funds correspondence Checks (from the buyer of the short sale, which is usually included within the packet) Buyer proof of funds Termination of Agreement Approval letters Inspections accompanied*Index Code / Name: **2138** Verification of Employment Auth Form Seterus Top Doc: **No**Document **VOE Authorization Form**Doc Description *A new requirement for the HAMP program. This document must be a full form to be saved under this index code regardless if the information is filled out or not*Index Code / Name: **2139** Verification of Employment - Employer Seterus Top Doc: **No**

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Document Verification of Employment from Employer			
Doc Description <i>Verification of Employment from Employer should be saved under this index (no longer under coding 2199)</i>			
Index Code / Name:	2140 Sales Contracts	Seterus Top Doc:	Yes
Document Purchase/Sale Agreement			
Doc Description <i>All signed and unsigned correspondences are to be saved here</i>			
Document Settlement Agreements			
Doc Description <i>All signed and unsigned Settlement Agreements correspondences are to be saved here</i>			
Document Purchase Offer			
Doc Description <i>All signed and unsigned Purchase Offer correspondences are to be saved here.</i>			
Document Sales Contract			
Doc Description <i>All signed and unsigned Sales Contract correspondences are to be saved here</i>			
Document Notice/Offer of Sale			
Doc Description <i>All signed and unsigned Notice/Offer of Sale correspondences are to be saved here</i>			
Document Offer of Sale			
Doc Description <i>All signed and unsigned Offer of Sale correspondences are to be saved here</i>			
Index Code / Name:	2141 Listing Agreements	Seterus Top Doc:	Yes
Document Listing Agreement			
Doc Description <i>All signed and unsigned correspondences are to be saved here</i>			
Index Code / Name:	2142 Special Flood Hazard Area Notice	Seterus Top Doc:	No
Document Special Flood Hazard Area Notice			
Doc Description <i>This document is a 'Notice of Special Flood Hazard and Availability of Federal Disaster Relief Assistance' form Signature is a requirement to be indexed as this coding, if missing,</i>			
Index Code / Name:	2143 Co-Op Statement	Seterus Top Doc:	No
Document Co-Op Statement			
Doc Description			
Index Code / Name:	2199 Misc. Correspondence	Seterus Top Doc:	No
Document Misc. Correspondence			
Doc Description <i>All incomplete and miscellaneous documents that do not meet requirements of specific imaging index codes are to be saved here.</i>			
Index Code / Name:	3000 Discarded Edits	Seterus Top Doc:	No
Document Discarded Edits			
Doc Description <i>Assign To Index Because</i>			
Index Code / Name:	3001 Unidentified Loan Number	Seterus Top Doc:	No
Document Unidentified Loan Number			
Doc Description <i>Assign To Index Because</i>			
Index Code / Name:	3002 Prior Servicer Pay History - Pre-Lim Dat	Seterus Top Doc:	No
Document Prior Servicer Pay History - Pre-Lim Data			
Doc Description <i>These are prior servicer ONLY type of documents. These documents indicate their payment history's preliminary data with the prior servicer</i>			
Index Code / Name:	3003 Prior Servicer Loan Comments - Pre-Lim D	Seterus Top Doc:	No
Document Prior Servicer Loan Comments - Pre-Lim Data			
Doc Description <i>These are prior servicer ONLY type of documents. These documents indicate the comments of the loan created by the prior servicer</i>			
Index Code / Name:	3200 Section 32 / High Cost Loan Test Results	Seterus Top Doc:	No
Document Section 32 / High Cost Loan Test Results			
Doc Description <i>Assign To Index Because</i>			

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Index Code / Name:	5000 FHA Mortgage Insurance Certificate	Seterus Top Doc:	No
	Document FHA Mortgage Insurance Certificate		
	Doc Description: <i>Fair Housing Administration (FHA) insurance certificate</i>		
Index Code / Name:	5001 VA Loan Guaranty Certificate	Seterus Top Doc:	No
	Document VA Loan Guaranty Certificate		
	Doc Description: <i>A mortgage loan program established by the United States Department of Veterans Affairs to help veterans and their families obtain home financing</i>		
Index Code / Name:	5002 RHS Loan Note Guarantee Certificate	Seterus Top Doc:	No
	Document RHS Loan Note Guarantee Certificate		
	Doc Description: <i>A loan made by or guaranteed by the United States Department of Agriculture Rural Housing Service (RHS).</i>		
Index Code / Name:	5003 HUD Indian Loan Guarantee Certificate	Seterus Top Doc:	No
	Document HUD Indian Loan Guarantee Certificate		
	Doc Description: <i>U S Department of Housing and Urban Development (HUD) was authorized to guarantee loans made by private lenders to Native Americans, IHAs/TDHEs and Tribes</i>		
Index Code / Name:	5004 Conventional Mortgage Insurance / PMI	Seterus Top Doc:	Yes
	Document Conventional Mortgage Insurance Certific		
	Doc Description: <i>Conventional Mortgage Insurance Certificate correspondence</i>		
	Document Triad Guaranty Insurance		
	Doc Description: <i>Any correspondences in regards to this company 'Triad Guaranty Insurance' are to be saved as this indexing due to PMI purposes for proper review</i>		
	Document PMI Certificate		
	Doc Description: <i>PMI Certificate correspondence</i>		
Index Code / Name:	5005 MI Transfer Notification Letter	Seterus Top Doc:	No
	Document MI Transfer Notification Letter		
	Doc Description: <i>A letter indicating their mortgage insurance is transferred from one company to another.</i>		
Index Code / Name:	5006 509-SS Forms	Seterus Top Doc:	No
	Document: 509-SS Forms		
	Doc Description: <i>This document is a tax calendar.</i>		
Index Code / Name:	5007 Agreement Not To Modify	Seterus Top Doc:	Yes
	Document Agreement Not To Modify Letter		
	Doc Description: <i>Correspondence from the borrower stating they do not want to modify their loan.</i>		
Index Code / Name:	5008 Alimony/Child Support Paid	Seterus Top Doc:	No
	Document Alimony/ Child Support Paid		
	Doc Description: <i>Any legal and/or handwritten agreement or court decree that provides alimony or child support regardless if both clients are on the decree or not Correspondence must state that the Client pays out only</i>		
Index Code / Name:	5009 Alimony/Child Support Received	Seterus Top Doc:	No
	Document Alimony/Child Support Received		
	Doc Description: <i>Any legal and/or handwritten agreement or court decree that provides alimony or child support regardless if both clients are on the decree or not Correspondence must satte that the Client receives only</i>		
Index Code / Name:	5010 ASSUMPTIONS/NAME CHANGES	Seterus Top Doc:	No
	Document Assumption Agreement		
	Doc Description: <i>Assign To Index Because</i>		
	Document Name Changes		
	Doc Description: <i>If their ID and or marriage certificate is attached, please do not parse and keep together.</i>		
	Document Assumptions		
	Doc Description: <i>Assign To Index Because</i>		

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Index Code / Name:	5011 Auth - Attorney - Speak with Borrower	Seterus Top Doc:	No
	Document: Auth - Attorney - Speak with Borrower		
	Doc Description: <i>An authorization, usually a letter from an attorney, which states the attorney, is giving SETERUS permission to speak with the borrower directly This can come from many different types of Attorneys (Bankruptcy, Foreclosure, General, etc)</i>		
Index Code / Name:	5012 Auth - Borrower - Speak with Attorney	Seterus Top Doc:	No
	Document: Auth - Borrower - Speak with Attorney		
	Doc Description: <i>An authorization from the borrower giving SETERUS permission to speak with an attorney If the third party name is followed by Esq , P.C , P A , PLLC, it is for an Attorney</i>		
Index Code / Name:	5013 Auth - Borrower - Speak with Family Mem	Seterus Top Doc:	No
	Document: Auth - Borrower - Speak with Family Member		
	Doc Description: <i>An authorization from the borrower giving SETERUS permission to speak with a family member. The borrower must state the third-party is family (must specifically say (must specifically say "my mother" or "my sister-in-law")</i>		
Index Code / Name:	5014 AUTH - Borrower - Speak with Third Party	Seterus Top Doc:	Yes
	Document: AUTH - Borrower - Speak with Third Party		
	Doc Description: <i>An authorization from the borrower or a third-party giving SETERUS permission to speak with that third-party. Third-party is not a family member or attorney NACA Auth forms OHSI (Oregon Homeownership Stabilization Initiative) Auth Forms.</i>		
Index Code / Name:	5015 AUTH - Cease and Decist - Do Not Contact	Seterus Top Doc:	No
	Document: AUTH - Cease and Decist - Do Not Contact		
	Doc Description: <i>A letter from the borrower or third-party asking SETERUS to cease communications with the borrower</i>		
Index Code / Name:	5016 AUTH - Revocation of Authorization	Seterus Top Doc:	No
	Document: AUTH - Revocation of Authorization		
	Doc Description: <i>A letter or form from the borrower or third-party asking SETERUS to cease communications with the authorized third-party</i>		
Index Code / Name:	5017 Bank Statement - Origination	Seterus Top Doc:	No
	Document: Bank Statement - Origination		
	Doc Description: <i>Origination Bank Statements only are to be saved here</i>		
Index Code / Name:	5018 Benefits -SSI, Disab, Pens, Unemployment	Seterus Top Doc:	No
	Document: Benefits -SSI, Disab, Pens, Unemployment		
	Doc Description: <i>These benefit documents must indicate monies to the borrower The list is as follows: unemployment benefits, federal add'l compensations/benefits, pension, ssi, death benefits, and retirement statement benefits.</i>		
Index Code / Name:	5019 Brwer Corr Unable to Provide Documents	Seterus Top Doc:	No
	Document: Borrower Correspondence Unable to Provide Documents		
	Doc Description: <i>Correspondence from the borrower indicating that they cannot provide bank statements, tax returns and or pay stubs</i>		
Index Code / Name:	5020 Check Stub - Origination	Seterus Top Doc:	No
	Document: Check Stub - Origination		
	Doc Description: <i>Origination check stubs only</i>		
Index Code / Name:	5021 Checks Payable to Borrower w/o Deduction	Seterus Top Doc:	No
	Document: Checks Payable to Borrower w/o Deduction		
	Doc Description: <i>Copies of checks payable to the borrower without deductions</i>		
Index Code / Name:	5022 Checks Written By Borrower (COPIES)	Seterus Top Doc:	No
	Document: Checks Written By Borrower (COPIES)		
	Doc Description: <i>Includes physical checks, cashier's checks, money orders, and western union</i>		
Index Code / Name:	5023 Court Decree Payout	Seterus Top Doc:	No
	Document: Court Decree Payout		
	Doc Description: <i>Court decrees with amounts listed for pay-outs or settlements (expense)</i>		
Index Code / Name:	5024 Court Decree Settlement (Income)	Seterus Top Doc:	No

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Document	Court Decree Settlement (Income)		
Doc Description:	<i>Court decrees with amounts listed for pay-outs or settlements (income)</i>		
Index Code / Name:	5026 Deposit Slips	Seterus Top Doc:	No
Document:	Deposit Slips		
Doc Description:	<i>This must be a BANK DEPOSIT SLIP</i>		
Index Code / Name:	5027 Divorce Decree	Seterus Top Doc:	Yes
Document:	Divorce Decree		
Doc Description:	<i>A court order decree granting a termination of the marriage. The document must be signed and dated by the Judge and Court clerk (cannot be missing information).</i>		
Index Code / Name:	5029 Extensions for Filing Tax Returns	Seterus Top Doc:	No
Document:	Extensions for Filing Tax Returns		
Doc Description:	<i>Applications/Extensions for filing tax returns that are received</i>		
Index Code / Name:	5030 Financial Statement (Third Party)	Seterus Top Doc:	Yes
Document:	Financial Statement (Third Party)		
Doc Description:	<i>If a 3rd party financial statement is received and income with expenses must be present with valid indentifiers listed such as Name (first name alone is invalid), address, and or last four of social security number</i>		
Index Code / Name:	5031 Hardship Letter (Third Party)	Seterus Top Doc:	Yes
Document:	Hardship Letter (Third Party)		
Doc Description:	<i>Hardship/Reason for Default correspondence received from a third party</i>		
Index Code / Name:	5032 HOA (Home Owner's Association)	Seterus Top Doc:	No
Document:	HOA (Home Owner's Association)		
Doc Description:	<i>An HOA is comprised of two or more homeowners that belong to a mandatory membership organization for the maintenance of commonly owned real estate and improvements. All HOA related documents are to be saved under this code for full review</i>		
Index Code / Name:	5033 Identification Documents	Seterus Top Doc:	Yes
Document:	Driver's License		
Doc Description:	<i>a permit, as one issued by a state's motor vehicle bureau, that allows the holder to drive a motor vehicle on public roads</i>		
Document:	Passport		
Doc Description:	<i>Is an official document issued by the gov of a country to one of its citizens and, varying from country to country, authorizing travel to foreign countries and authenticating the bearer's identity, citizenship, etc</i>		
Document:	Identification Documents		
Doc Description:	<i>Any forms of identification (driver license, passport photos, SSI cards, immigration cards, birth certificates, etc)</i>		
Index Code / Name:	5034 Income and Expense Statements	Seterus Top Doc:	No
Document:	Income and Expense Statements		
Doc Description:	<i>An alternative correspondence which indicates their income and expenses that is not on a SETERUS document or created by a third party. Can also be handwritten by the borrower</i>		
Index Code / Name:	5035 Incomplete or Outdated Docs	Seterus Top Doc:	No
Document:	Incomplete or Outdated Docs		
Doc Description:	<i>Outdated FINANCIALS ONLY (example bank statements and/or check stubs that are older than the last 3 months of the month that the documents are received) if the borrowers identity info is missing, those are to be saved here as well</i>		
Index Code / Name:	5036 IRS 1098 Form	Seterus Top Doc:	No
Document:	IRS 1098 Form		
Doc Description:	<i>These are sent out at the end of each calendar year by mortgage companies and banks as proof of interest that was paid on outstanding loans in their inventory LBPS forms needing no action are to be saved as 2199, not as this index</i>		
Index Code / Name:	5037 IRS 1099 Form	Seterus Top Doc:	No

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Document	IRS 1099 Form		
Doc Description	<i>The IRS Form 1099 is used to report a variety of unique income payments to the IRS. This form is usually used when the taxpayer has received income from other sources besides a wage-paying job.</i>		
Index Code / Name:	5038 Letter of Contribution	Seterus Top Doc:	No
Document	Letter of Contribution		
Doc Description:	<i>Correspondence from a third party that indicates household income contribution.</i>		
Index Code / Name:	5039 Marriage Certificate	Seterus Top Doc:	No
Document	Marriage Certificate		
Doc Description:	<i>A LEGAL marriage certificate.</i>		
Index Code / Name:	5040 Misc Tax Forms	Seterus Top Doc:	No
Document	Tax Transcripts		
Doc Description:	<i>If the IRS Transcript is incomplete (missing pages and or illegible), please save under this index code of 5040.</i>		
Document	Misc. Tax Forms		
Doc Description:	<i>All outdated tax returns older than 2 years and or incomplete, missing pages, or illegible IRS Transcript is incomplete can be saved here.</i>		
Document	Request For Copy Or Transcript of Tax Form		
Doc Description:	<i>This document is a '4506' Request For Copy Or Transcript of Tax Form. These are not to be mistaken for the 4506T or 4506T-EZ Form.</i>		
Index Code / Name:	5041 Other Income Correspondence	Seterus Top Doc:	No
Document:	Other Income Correspondence		
Doc Description:	<i>Correspondence from a 3rd party indicating that they cannot provide bank statements, tax returns & or pay stubs. Any income correspondences that do not fall into any other index codes.</i>		
Document	Garnishments		
Doc Description:	<i>Correspondence that indicating income being garnished.</i>		
Index Code / Name:	5042 P & L Statements	Seterus Top Doc:	No
Document	P & L Statements		
Doc Description:	<i>A financial statement that summarizes the revenues, costs and expenses incurred during a specific period of time - usually a fiscal quarter or year for borrowers business.</i>		
Index Code / Name:	5043 Pennsylvania Housing Finance Agency-PHFA	Seterus Top Doc:	No
Document	Pennsylvania Housing Finance Agency-PHFA		
Doc Description:	<i>ANY Pennsylvania Housing Finance Agency (PHFA) forms and correspondence. Correspondence will reference the Pennsylvania Homeowner's Emergency Mortgage Assistance Program.</i>		
Index Code / Name:	5044 Public Assistance-Welfare,Food,Housing	Seterus Top Doc:	No
Document:	Public Assistance - Welfare, Food, Housing		
Doc Description:	<i>Documents indicating that the borrower is receiving government aid. i.e. FINANCIAL ASSISTANCE, FOOD STAMPS, WELFARE, FOSTER CARE ect. ☐</i>		
Index Code / Name:	5045 Receipts/Payment Coupons/Company Invoice	Seterus Top Doc:	No
Document	Receipts/Payment Coupons/Company Invoice		
Doc Description:	<i>Receipts, payment coupons and company invoices from any source are acceptable under this code. SETERUS specific payment coupons can be saved under this index code. Medical bills alone w/o explanation of injury can be saved here as well!</i>		
Index Code / Name:	5046 Rental/Lease Agreement	Seterus Top Doc:	No
Document:	Rental/Lease Agreement		
Doc Description:	<i>ALL Rental agreements are to be saved here regardless of how many pages are received.</i>		
Index Code / Name:	5047 Separation Agreement	Seterus Top Doc:	Yes
Document	Separation Agreement		
Doc Description:	<i>A private contract between separating spouses resolving issues of joint, family or marital property or assets, support and child responsibilities. This can be hand written or a legal document. Could also be known as a Pre Divorce Agreement.</i>		

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Index Code / Name: 5048 Subordinated Debt Deferment	Seterus Top Doc:	No
Document Subordinated Debt Deferment		
Doc Description: <i>Assign To Index Because.</i>		
Index Code / Name: 5049 Tax Lien Sales	Seterus Top Doc:	No
Document Tax Lien Sales		
Doc Description: <i>A tax lien sale is the sale, conducted by a governmental agency, of tax liens for delinquent taxes on real estate.</i>		
Index Code / Name: 5051 Trustees Sales	Seterus Top Doc:	No
Document Trustee's Sales		
Doc Description: <i>A trustee sale is a sale by a property in foreclosure due to default in the loan made from the lender, who holds a trustee deed on the property. Trustee's notice of sales documents</i>		
Index Code / Name: 5052 Verification of Mortgage (VOM)	Seterus Top Doc:	No
Document Request/Verification From Other Companies		
Doc Description: <i>Request/Verification from the customer and or third parties is acceptable Pay history requests from a 3rd party for any length of time</i>		
Document Verification of Mortgage (VOM)		
Doc Description: <i>Request/Verification from the customer and or third parties is acceptable Pay history requests from a 3rd party for any length of time. If an authorization is attached, please do not parse and save with the correspondence</i>		
Document Payment History Requests From a Third Party		
Doc Description: <i>Document is a Payment History Requests From a Third Party Some may arrive with an authorization form, those can be saved together.</i>		
Index Code / Name: 5053 W-2	Seterus Top Doc:	No
Document W-2		
Doc Description: <i>A form that an employer provides an employee each year indicating the employee's wages, salary, and/or tips and the amount of tax withheld over the course of the year</i>		
Index Code / Name: 5054 W-9	Seterus Top Doc:	No
Document W-9		
Doc Description: <i>An IRS form, also known as "Request for Taxpayer Identification Number and Certification", which is used by an individual defined as a "U.S. person" or a resident alien to verify his or her taxpayer identification number (TIN)</i>		
Document W-9 - Origination		
Doc Description: <i>An IRS form, also known as "Request for Taxpayer Identification Number and Certification", which is used by an individual defined as a "U.S. person" or a resident alien to verify his or her taxpayer identification number (TIN)</i>		
Index Code / Name: 5055 Shipping Labels (UPS, FEDEX, Etc)	Seterus Top Doc:	No
Document Shipping Labels (UPS, FEDEX, Etc.)		
Doc Description: <i>Shipping Labels (UPS, FEDEX, Etc) Only</i>		
Index Code / Name: 5056 Attorney Retained	Seterus Top Doc:	Yes
Document Borrower Retained Attorney		
Doc Description: <i>A letter, usually from an attorney, stating the attorney represents or has been retained by the borrower. A letter from a borrower stating he or she has retained council If the third party name is followed by Esq , P C., P.A , PLLC, it is from an Attorne</i>		
Index Code / Name: 5057 Deceased Borrower Documents	Seterus Top Doc:	Yes
Document Third Party Death Certificate		
Doc Description: <i>Death certificates: The signed official declaration that life has ceased, giving the time, place, and cause of death This document could be of the third party.</i>		
Document Fiduciary Letter		
Doc Description: <i>A letter stating a person to whom property or power is entrusted for the benefit of another known as a Fiduciary</i> ☐		
Document Letters of Admin		
Doc Description: <i>Letters of Administration are granted by a Surrogate Court or probate registry to appoint appropriate people to deal with a deceased person's estate.</i>		

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Document **Executor of Estate**

Doc Description: *The executor of an estate is the person named in the will of the deceased as the person to administer the will and to ensure that their final wishes are respected*

Document **Letter Testamentary**

Doc Description: *In common law jurisdictions, a personal representative is the generic term for an executor for the estate of a deceased person who left a will or the administrator of an intestate estate*

Document **Last Will**

Doc Description: *A will or testament is a legal declaration by which a person, the testator, names one or more persons to manage his/her estate and provides for the transfer of his/her property at death*

Document **Death Certificate**

Doc Description: *Death certificates are the signed official declaration that life has ceased, giving the time, place, and cause of death. This document could be of the borrower only.*

Index Code / Name: **5058 Good Faith Estimated - Origination** Seterus Top Doc: **Yes**

Document **Good Faith Estimate - Origination**

Doc Description: *Document will state Good Faith Estimate in title. Document disclosing the approximate closing costs a mortgage applicant will pay at or before the mortgage settlement date. This form is only at the time of origination.*

Index Code / Name: **5059 Itemization of Amount Financed - Origina** Seterus Top Doc: **No**

Document **Itemization of Amount Financed - Origination**

Doc Description: *Assign To Index Because*

Index Code / Name: **5060 NY Refinance** Seterus Top Doc: **No**

Document **NY Refinance**

Doc Description: *Is a Package of Origination Documents that would include copies of assignment, Mortgage, note, Allonge, riders*

Index Code / Name: **5061 Property Violations** Seterus Top Doc: **No**

Document **Violation Notices**

Doc Description: *Correspondence regarding property violations Violation Notices*

Document **Property Violations**

Doc Description: *Correspondence regarding property Property Violations*

Document **Estimate for Repair/Cleanup**

Doc Description: *Correspondence regarding property Estimate for Repair/Cleanup*

Document **Property Summons/Complaints**

Doc Description: *Correspondence regarding property Property Summons/Complaints*

Document **Property Preservation - General**

Doc Description: *Property preservation documents. Correspondence regarding property violations or vandalism (anything that has to do with the upkeep of the property that includes grass cuts and/or winterizing)*

Document **Field Service Report**

Doc Description: *Correspondence regarding property Field Service Report*

Index Code / Name: **5062 Substitute Trustees Deed** Seterus Top Doc: **No**

Document **Recorded Substitute Trustee's Deed**

Doc Description: *A Substitution of Trustee is a form filed when a successor trustee takes the place of a previous trustee. A successor is a person or entity who takes over and continues the role or position of another.*

Document **Substitute Trustee's Deed**

Doc Description: *A Substitution of Trustee is a form filed when a successor trustee takes the place of a previous trustee. A successor is a person or entity who takes over and continues the role or position of another.*

Index Code / Name: **5063 Title Commitment** Seterus Top Doc: **Yes**

Document **Preliminary Title Commitment**

Doc Description: *Document will state Commitment Form, With effective proposed date with insured amounts, Property detail*

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Document: Title Commitment		
Doc Description: <i>Document will state Title Commitment Form, With effective porposed date with insured amounts , Property detail</i>		
Document: Preliminary Title Report		
Doc Description: <i>Document is a Preliminary title report similar to a Commitment Form, With effective porposed date with insured amounts , Property detail</i>		
Document: Preliminary Title Report Checklist		
Doc Description: <i>Document is a Preliminary Title Report Checklist similar to a Commitment Form, With effective porposed date with insured amounts , Property detail</i>		
Document: Commitment Endorsement		
Doc Description: <i>Document will state Commitment Form, With effective porposed date with insured amounts , Property detail</i>		
Index Code / Name:	5064 Truth-in-Lending Disclosures - Originati	Seterus Top Doc: Yes
Document: Initial Truth-in-Lending (TIL)		
Doc Description: <i>Document will be titled Truth-in-Lending Marked Initial on the document</i>		
Document: Final Truth-in-Lending (TIL)		
Doc Description: <i>Document will be titled Truth-in-Lending Marked as Final on the document.</i>		
Document: Truth-in-Lending Disclosures - Origination		
Doc Description: <i>Document will be titled Truth-in-Lending Marked as Disclosures on the document</i>		
Index Code / Name:	5065 Universal Data Form	Seterus Top Doc: No
Document: Universal Data Form		
Doc Description: <i>Assign To Index Because</i>		
Index Code / Name:	5066 VT Credit Report Authorization	Seterus Top Doc: No
Document: VT Credit Report Authorization		
Doc Description: <i>The document that is imaged under the index code 5066 does not have a minimum requirement Please save this form under this specific code regardless if the form is filled out properly or not</i>		
Index Code / Name:	5067 Property Preservation FNMA Approval	Seterus Top Doc: No
Document: FNMA Form 1095		
Doc Description: <i>Assign To Index Because.</i>		
Document: Property Preservation FNMA Approval Supporting Docs		
Doc Description: <i>Assign To Index Because.</i>		
Index Code / Name:	5068 BKO Court Order - Loss Mit Specific	Seterus Top Doc: Yes
Document: Bankruptcy Court Order Loss Mitigation Objection		
Doc Description: <i>Bankruptcy Court Order in regards to Loss Mitigation Objections are to be saved as this Index This document is specific to BK only</i>		
Document: Bankruptcy Court Order Loss Mitigation Approval		
Doc Description: <i>Bankruptcy Court Order in regards to Loss Mitigation Approval forms are to be saved as this Index This document is specific to BK only</i>		
Index Code / Name:	5069 Special Asset Referral	Seterus Top Doc: No
Document: Vermont FC Prevention		
Doc Description: <i>Referrals from Advocacy Groups such as Vermont FC Prevention If the document arrives with their information, please save under this coding</i>		
Document: Legal Aid of North Carolina		
Doc Description: <i>Referrals from Advocacy Groups such as Legal Aid of North Carolina If the document arrives with their information, please save under this coding</i>		
Document: Legal Mediation Requests		
Doc Description: <i>Legal medication rqueests from Advocacy Groups such as . Mediation - Contested Litigation type of documents that is pertaining to this program</i>		
Document: ACORN		
Doc Description: <i>Referrals from Advocacy Groups such as. ACORN If the document arrives with their information, please save under this coding</i>		

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Document: State or Government Loss Mitigation Referrals

Doc Description *Referrals from Advocacy Groups such as Legal Aid of North Carolina, Illinois FC Prevention, Vermont FC Prevention, Save New Jersey Homes Act, Connecticut Housing Finance Authority*

Document: NACA Referral

Doc Description *Referrals from Advocacy Groups such as NACA (Neighborhood Assistance Corp of America) If the document arrives with their information, please save under this coding*

Document: Nationwide Home Relief

Doc Description *Referrals from Advocacy Groups such as Nationwide Home Relief If the document arrives with their information, please save under this coding*

Document: NTIC (Nat'l Training and Information Center)

Doc Description *Referrals from Advocacy Groups such as NTIC (Nat'l Training and Information Center) . If the document arrives with their information, please save under this coding.*

Document: Save the Dream-Ohio

Doc Description *Referrals from Advocacy Groups such as Save the Dream-Ohio If the document arrives with their information, please save under this coding*

Document: Save New Jersey Homes Act

Doc Description *Referrals from Advocacy Groups such as Save New Jersey Homes Act If the document arrives with their information, please save under this coding*

Document: American Neighborhood Housing

Doc Description *Referrals from Advocacy Groups such as American Neighborhood Housing If the document arrives with their information, please save under this coding*

Document: Illinois FC Prevention

Doc Description *Referrals from Advocacy Groups such as Illinois FC Prevention If the document arrives with their information, please save under this coding*

Document: Money Management International (MMI)

Doc Description *Referrals from Advocacy Groups such as Money Management International (MMI) If the document arrives with their information, please save under this coding*

Document: ESOP (Empowering & Strengthening Ohio's People- Cleveland)

Doc Description *Referrals from Advocacy Groups such as ESOP (Empowering & Strengthening Ohio's People- Cleveland) If the document arrives with their information, please save under this coding*

Document: Connecticut Housing Finance Authority

Doc Description *Referrals from Advocacy Groups such as Connecticut Housing Finance Authority If the document arrives with their information, please save under this coding*

Index Code / Name	5070 CA Opt-Out Form - Signed	Seterus Top Doc:	No
Document	California Opt-Out Form - Signed by Borrower		
Doc Description	<i>The document that is imaged under this index code requires having at least some information provided on the form</i>		
Index Code / Name	5071 PROPOSED - HAMP Modification	Seterus Top Doc:	No
Document	PROPOSED - HAMP Modification		
Doc Description	<i>Strictly a PROPOSED document housed by the internal business to represent the 'HAMP Modification' process only</i>		
Index Code / Name	5072 PROPOSED - HAMP Trial	Seterus Top Doc:	No
Document	PROPOSED - HAMP Trial		
Doc Description	<i>Strictly a PROPOSED document to represent the 'HAMP Trial' process</i>		
Index Code / Name	5073 PROPOSED - Deed for Lease	Seterus Top Doc:	No
Document	PROPOSED - Deed for Lease		
Doc Description	<i>Strictly a PROPOSED document to represent the 'Deed for Lease' process</i>		
Index Code / Name	5074 PROPOSED - Modification	Seterus Top Doc:	No
Document	PROPOSED - Modification		
Doc Description	<i>Strictly a PROPOSED document housed by the internal business to represent the 'Modification' process only</i>		

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Index Code / Name. 5075 PROPOSED - Deed in Lieu Document PROPOSED - Deed in Lieu Doc Description <i>Strictly a PROPOSED document to represent the 'Deed in Lieu' process</i>	Seterus Top Doc:	No
Index Code / Name. 5076 PROPOSED - Payment Plan Document PROPOSED - Payment Plan Doc Description <i>Strictly a PROPOSED document to represent the 'Payment Plan' process</i>	Seterus Top Doc:	No
Index Code / Name. 5077 PROPOSED - Forbearance Agreement Document PROPOSED - Forbearance Agreement Doc Description <i>Strictly a PROPOSED document to represent the 'Forbearance Agreement' process</i>	Seterus Top Doc	No
Index Code / Name. 5078 PROPOSED - Payment Reduction Plan Document PROPOSED - Payment Reduction Plan Doc Description <i>Strictly a PROPOSED document to represent the 'Payment Reduction Plan' process</i>	Seterus Top Doc:	No
Index Code / Name. 5079 PROPOSED - Home Savers Advance Document PROPOSED - Home Savers Advance Doc Description <i>Strictly a PROPOSED document to represent the 'Home Savers Advance' process</i>	Seterus Top Doc:	No
Index Code / Name: 5080 PROPOSED - Note Sale Document PROPOSED - Note Sale Doc Description <i>Generated and coded in house</i>	Seterus Top Doc:	No
Index Code / Name. 5081 PROPOSED - Settlement Agreement Document PROPOSED - Settlement Agreement Doc Description <i>Generated and coded in house</i>	Seterus Top Doc:	No
Index Code / Name. 5082 PROPOSED - Short Sale Document PROPOSED - Short Sale Doc Description <i>Generated and coded in house</i>	Seterus Top Doc:	No
Index Code / Name 5083 PROPOSED - Short Refinance Document PROPOSED - Short Refinance Doc Description <i>Generated and coded in house</i>	Seterus Top Doc:	No
Index Code / Name: 5084 PROPOSED - HAMP Deed in Lieu Document PROPOSED - HAMP Deed in Lieu Doc Description <i>Generated and coded in house</i>	Seterus Top Doc.	No
Index Code / Name. 5085 PROPOSED - HAMP Short Sale Document PROPOSED - HAMP Short Sale Doc Description <i>Generated and coded in house</i>	Seterus Top Doc.	No
Index Code / Name. 5086 MERS Pleadings Document MERS Pleadings Doc Description <i>Assign To Index Because</i>	Seterus Top Doc.	Yes
Index Code / Name 5087 Lien Risk Decision Package Document Lien Risk Decision Package Doc Description <i>Assign To Index Because</i>	Seterus Top Doc	No
Index Code / Name. 5088 HSA - Outgoing Documents Document HSA - Outgoing Documents Doc Description <i>Assign To Index Because</i>	Seterus Top Doc:	No
Index Code / Name. 5089 HSA - Executed Documents	Seterus Top Doc:	No

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Document **HSA - Executed Documents**Doc Description *Assign To Index Because*Index Code / Name: **5090 HAMP - Request for Mod and Affidavit RMA** Seterus Top Doc: **Yes**Document: **Making Home Affordable Program Request for Modification and Affidavit (RMA)**Doc Description *HAMP specific. The explanation page does not have to be filled out to be complete as long as the rest of the details are listed (e.g., signature and dated is a MUST) 'Typed' signatures are not acceptable*Index Code / Name: **5091 Deed in Lieu Request** Seterus Top Doc: **No**Document: **Deed in Lieu Request**

Doc Description

Index Code / Name: **5092 HAFA - Solicitation - Checked Box 1** Seterus Top Doc: **No**Document: **HAFA - Solicitation - Checked Box 1 - Short Sale Requested**Doc Description *This form must be signed and dated and must have box 1 checked. If all of the boxes or none of the boxes are checked, index as 5092*Index Code / Name: **5093 HAFA - Solicitation - Checked Box 2** Seterus Top Doc: **No**Document: **HAFA - Solicitation - Checked Box 2 - Deed-in-Lieu Requested**Doc Description *This form must be signed and dated and must have box 2 checked*Index Code / Name: **5094 HAFA - Solicitation - Checked Box 3** Seterus Top Doc: **No**Document: **HAFA - Solicitation - Checked Box 3 - Deed For Lease Requested**Doc Description *This form must be signed and dated and must have box 3 checked. If box 2 is also checked, index as 5094.*Index Code / Name: **5095 HAFA - Short Sale Agreement - Signed** Seterus Top Doc: **Yes**Document: **HAFA - Short Sale Agreement - Signed**Doc Description *The document must be signed and dated to be indexed under this code*Index Code / Name: **5096 HAFA - RASS Exhibit A - Terms for Sale** Seterus Top Doc: **Yes**Document: **HAFA - RASS (Request for Approval of Short Sale) - Exhibit A - Terms for Sale**Doc Description *The document must be filled out (page to be completed by borrower must be filled out) signed and dated*Index Code / Name: **5097 HAFA - RASS Exhibit A - Approval** Seterus Top Doc: **Yes**Document: **HAFA - RASS (Request for Approval of Short Sale) - Exhibit A - Short Sale Approval**Doc Description *Assign To Index Because.*Index Code / Name: **5098 HAFA - RASS Exhibit A - Disapproval** Seterus Top Doc: **No**Document: **HAFA - RASS (Request for Approval of Short Sale) - Exhibit A - Short Sale Disapproval**Doc Description *Assign To Index Because*Index Code / Name: **5099 HAFA - ARASS - Terms for Sale** Seterus Top Doc: **Yes**Document: **HAFA - ARASS (Alternate Request for Approval of Short Sale) Terms for Sale**Doc Description *The document must be filled out (page to be completed by borrower must be filled out) signed and dated*Index Code / Name: **5100 HAFA - ARASS - Approval** Seterus Top Doc: **Yes**Document: **HAFA - ARASS (Alternate Request for Approval of Short Sale) Short Sale Agreement - Approval**Doc Description *This document is HAFA Short Sale Agreement is specific in regards to the Alternate Request for Approval of Short Sale (ARASS)*Index Code / Name: **5101 HAFA - ARASS - Disapproval** Seterus Top Doc: **No**Document: **HAFA - ARASS (Alternate Request for Approval of Short Sale) Short Sale Agreement - Disapproval**Doc Description *Assign To Index Because*Index Code / Name: **5102 HAFA - DIL Agreement** Seterus Top Doc: **Yes**Document: **HAFA - Deed-in-Lieu Agreement**Doc Description *Assign To Index Because.*Index Code / Name: **5103 HAFA - DIL Agreement - Signed** Seterus Top Doc: **Yes**

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Document: **HAF A - Deed-in-Lieu Agreement - Signed**Doc Description: *The document must be signed and dated to be indexed under this code*Index Code / Name: **5104 HAF A - Cover Letter**Seterus Top Doc: **No**Document: **HAF A - Cover Letter**Doc Description: *Assign To Index Because*Index Code / Name: **5105 MMR - Monthly Marketing Report**Seterus Top Doc: **Yes**Document: **MMR - Monthly Marketing Report**Doc Description: *Assign To Index Because*Index Code / Name: **5106 PROPOSED - Mod 24 Trial**Seterus Top Doc: **No**Document: **PROPOSED - Mod 24 Trial**Doc Description: *Generated and coded in house*Index Code / Name: **5107 PROPOSED - Mod 24**Seterus Top Doc: **No**Document: **PROPOSED - Mod 24**Doc Description: *Generated and coded in house*Index Code / Name: **5108 State Mandated Affidavits**Seterus Top Doc: **No**Document: **FL Verification of 1st Legal**Doc Description: *Assign To Index Because*Document: **NC Loss Mitigation Affidavits**Doc Description: *An affidavit is a formal sworn statement of fact. This document is state specific to North Carolina. All NC Loss Mitigation Affidavits are to be saved here*Document: **NY Foreclosure Affidavit**Doc Description: *An affidavit is a formal sworn statement of fact. This document is state specific to New York. All NY Foreclosure Affidavit are to be saved here*Document: **CT Loss Mitigation Affidavits**Doc Description: *An affidavit is a formal sworn statement of fact. This document is state specific to Connecticut. All CT Loss Mitigation Affidavits are to be saved here*Document: **IL Foreclosure Affidavit**Doc Description: *An affidavit is a formal sworn statement of fact. This document is state specific to Illinois. All IL Foreclosure Affidavit are to be saved here.*Document: **Notice of Rescheduled Mediation**Doc Description: *Document is a Notice of Rescheduled Mediation correspondence*Document: **Schedule Date and Time of mediation**Doc Description: *Document is a correspondence in regards to Schedule Date and Time of mediation*Document: **Notification of Election to Mediate**Doc Description: *Document is a Notification of Election to Mediate correspondence*Document: **OR Loss Mitigation Affidavits**Doc Description: *An affidavit is a formal sworn statement of fact. This document is state specific to Oregon. All OR Loss Mitigation Affidavits are to be saved here.*Document: **NM Foreclosure Affidavit**Doc Description: *An affidavit is a formal sworn statement of fact. This document is state specific to New Mexico. All NM Foreclosure Affidavit are to be saved her*Document: **MD Preliminary Affidavit**Doc Description: *An affidavit is a formal sworn statement of fact. This document is state specific to Maryland. All MD Preliminary Affidavit are to be saved here*Document: **VT Foreclosure Affidavit**Doc Description: *An affidavit is a formal sworn statement of fact. This document is state specific to Vermont. All VT Foreclosure Affidavit are to be saved here*

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Document	MD Final Affidavit		
Doc Description	<i>An affidavit is a formal sworn statement of fact. This document is state specific to Maryland. All MD Preliminary Affidavit are to be saved here</i>		
Document	Mediation Scheduling Notice		
Doc Description	<i>Document is a Mediation Scheduling Notice correspondence</i>		
Index Code / Name	5109 4506T - Rejected IRS Authorization Form	Seterus Top Doc:	No
Document	4506T - IRS Authorization Form that will be Rejected by IRS		
Doc Description	<i>Any 4506T - IRS Authorization Forms that will be rejected by the IRS and or by the vendor should be saved under this index code. Please refer to index code #2128 for specific requirements</i>		
Document	4506T - IRS Authorization Form that will be Rejected by Vendor		
Doc Description	<i>Any 4506T - IRS Authorization Forms that will be rejected by the IRS and or by the vendor should be saved under this index code. Please refer to index code #2128 for specific requirements</i>		
Index Code / Name	5110 HSSN Imminent Default Indicator Input	Seterus Top Doc	No
Document	HSSN IDI Input CSV		
Doc Description	<i>Assign To Index Because</i>		
Index Code / Name	5111 HSSN Imminent Default Indicator Rspnse	Seterus Top Doc:	No
Document	HSSN IDI Response CSV		
Doc Description	<i>Assign To Index Because</i>		
Index Code / Name	5112 Legal Mediations	Seterus Top Doc.	No
Document	Florida Mediation Report		
Doc Description	<i>Assign To Index Because</i>		
Document	Foreclosure Managed Mediation Program		
Doc Description	<i>Assign To Index Because</i>		
Document	Mediation Hearing		
Doc Description	<i>Assign To Index Because</i>		
Document	Mediator Statement		
Doc Description	<i>Assign To Index Because:</i>		
Index Code / Name	5113 Prior Servicer - APPROVAL	Seterus Top Doc.	Yes
Document	Prior Servicer Approval for Liquidation		
Doc Description	<i>This index is to represent Prior Server documents only in regards to Approvals for Liquidation</i>		
Document	Prior Servicer Promissory Note		
Doc Description	<i>These are prior servicer ONLY type of documents. These documents indicate their Promissory Note which is a promise in writing to pay a sum of funds to the payee under specific terms</i>		
Index Code / Name	5114 Investor - APPROVAL	Seterus Top Doc:	Yes
Document	Investor Promissory Note		
Doc Description	<i>Document is Promissory note for the investor</i>		
Document	Investor Approval for Liquidation		
Doc Description	<i>Document is an approval for liquidation for the investor</i>		
Index Code / Name	5115 Mortgage Insurance Company - APPROVAL	Seterus Top Doc.	Yes
Document	MI Promissory Note		
Doc Description	<i>Assign To Index Because:</i>		
Document	MI Approval for Liquidation		
Doc Description	<i>Assign To Index Because:</i>		
Index Code / Name	5116 State Mandated Property Registration	Seterus Top Doc:	No
Document	MA DOB 1st Legal Confirmation		
Doc Description	<i>Assign To Index Because</i>		

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Index Code / Name:	5117 Notice of Right to Foreclosure	Seterus Top Doc:	No
	Document: Tennessee 60 Day Notice		
	Doc Description		
Index Code / Name:	5118 SCRA Waiver	Seterus Top Doc:	No
	Document: SCRA Waiver		
	Doc Description: <i>Soldiers and Sailors Civil Relief Act (SSCRA) this document will state waiver information in regards to this specific act only</i>		
Index Code / Name:	5119 Proof of Publication	Seterus Top Doc:	No
	Document: 15th Circuit Palm Beach FL		
	Doc Description: <i>Assign To Index Because</i>		
Index Code / Name:	5120 3PA Web Confirmations	Seterus Top Doc:	No
	Document: 3PA - Revocation Web Confirmation		
	Doc Description: <i>These forms will go through the WebSweep process as new information that needs to be under this index. If the information arrives through another channel outside of the WebSweep, those images are to be placed as the 5014 index</i>		
	Document: 3PA - Authorization Web Confirmation		
	Doc Description: <i>These forms will go through the WebSweep process as new information that needs to be under this index. If the information arrives through another channel outside of the WebSweep, those images are to be placed as the 5014 index</i>		
Index Code / Name:	6100 NOTES	Seterus Top Doc:	Yes
	Document: Amendment to Note		
	Doc Description: <i>The 'Note' is a disclosure agreement to the terms and conditions of the loan contract for the mortgage of the property</i>		
	Document: Mortgage Bond		
	Doc Description: <i>Document will be titled NOTE. Will include Principal amount owed, Payment due date, interest Rate. A bond issue secured by a Mortgage on the issuer's property, the lien on which is conveyed to the bondholders by a deed of trust</i>		
	Document: Installment contract		
	Doc Description: <i>an agreement in which payments of money This form is in correspondance to the Note called an installment contract</i>		
	Document: Note		
	Doc Description:		
Index Code / Name:	6101 Security Instrument	Seterus Top Doc:	Yes
	Document: Security Instrument		
	Doc Description: <i>A written instrument legally conveying property to a trustee often used to secure an obligation such as a mortgage or promissory note This document is listed as 'Security Instrument'</i>		
	Document: Deed of Trust		
	Doc Description: <i>a written instrument legally conveying property to a trustee often used to secure an obligation such as a mortgage or promissory note This document is listed as 'Deed Of Trust'</i>		
	Document: Mortgage		
	Doc Description: <i>A written instrument legally conveying property to a trustee often used to secure an obligation such as a Deed Of Trust, Security Instrument, or promissory type of note This document is listed as 'Mortgage'</i>		
Index Code / Name:	6102 Land Contract	Seterus Top Doc:	Yes
	Document: Land Contract		
	Doc Description: <i>A land contract is a contract between a seller and buyer of real property in which the seller provides financing to buy the property for an agreed-upon purchase price and the buyer repays the loan in installments</i>		
Index Code / Name:	6103 Lost DOT Affidavit	Seterus Top Doc:	Yes
	Document: Lost DOT Affidavit		
	Doc Description:		
Index Code / Name:	6104 Mechanics Liens	Seterus Top Doc:	Yes
	Document: Mechanics Liens		
	Doc Description: <i>a lien on real property placed by somebody undertaking repair of it or supplying labor or materials for it that prevents title to the property from being obtained if such a lien is outstanding</i>		

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Index Code / Name:	6105 Rider (ARM, PUD, Condo, other)	Seterus Top Doc:	Yes
	Document: Rider (ARM, PUD, Condo, other)		
Doc Description	<i>A rider is an additional clause to a Bill. In this case, it would be for the Security Instrument and or Note for the mortgage of their property. This document is usually listed as a 'Rider' as the header.</i>		
	Document: Assignment of Rents		
Doc Description	<i>Additional collateral usually required by lenders. Document will state this naming as the header of the document. Necessary document to be able to collect rents if borrower defaults on a mortgage for a rental property we service</i>		
	Document: Adjustable Rate Rider		
Doc Description	<i>A rider is an addition to a security instrument. The adjustable-rate rider outlines terms and conditions specific to an adjustable-rate loan. Those documents are to be saved here</i>		
	Document: Owner Occupied Rider		
Doc Description	<i>Specifies the property was intended to be owner occupied. Would be useful in enforcing a due on sale clause if the borrower is renting the property instead</i>		
Index Code / Name:	6106 Assignments	Seterus Top Doc:	Yes
	Document: Assignments of Mortgage		
Doc Description	<i>These assignments are specifically in regards of the security instrument. If the document fits the criteria listed below, please save under this index coding. If they do not, please save under the coding of 1103 – ASSIGNMENTS OTHER</i>		
	Document: Assignments		
Doc Description	<i>These assignments are specifically in regards of the security instrument. If the document fits the criteria listed below, please save under this index coding. If they do not, please save under the coding of 1103 – ASSIGNMENTS OTHER</i>		
	Document: Assignments of Deed of Truse		
Doc Description	<i>These assignments are specifically in regards of the security instrument. If the document fits the criteria listed below, please save under this index coding. If they do not, please save under the coding of 1103 – ASSIGNMENTS OTHER</i>		
Index Code / Name:	6107 Lost Note Affidavits	Seterus Top Doc:	Yes
	Document: Lost Note Affidavit		
Doc Description	<i>This is a necessary item if the note has been lost in order to proceed with a foreclosure</i>		
Index Code / Name:	6108 Note Allonge/Rider/Addendum	Seterus Top Doc:	Yes
	Document: Note Allonge		
Doc Description	<i>Document will be titled NOTE ALLONGE/Addendum, will include Note amount, Note date, Original Lender</i>		
	Document: Note Endorsement		
Doc Description	<i>Document will be titled NOTE ALLONGE/Addendum, will include Note amount, Note date, Original Lender. These documents have something written on the back of a document</i>		
	Document: Note Rider		
Doc Description	<i>The mortgage note may arrive with a separate section called a Note Rider. Those documents are to be saved under this index</i>		
Index Code / Name:	6109 Loan Adjustment Agreement	Seterus Top Doc:	Yes
	Document: Loan Adjustment Agreement		
Doc Description			
Index Code / Name:	6110 Modifications	Seterus Top Doc:	Yes
	Document: Modifications		
Doc Description	<i>These Modifications are at the time of origination around the year of 2008</i>		
Index Code / Name:	6111 Repayment Plan	Seterus Top Doc:	Yes
	Document: Repayment Plan		
Doc Description	<i>This is a generated agreement of the terms of their work out option which is a Repayment Plan Agreement which is usually listed as a header on the document.</i>		
Index Code / Name:	6112 Forebearance Agreement	Seterus Top Doc:	Yes
	Document: Forebearance Agreement		
Doc Description			

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Index Code / Name:	6113 Stipulated Agreement	Seterus Top Doc:	Yes
	Document Stipulated Agreement		
	Doc Description <i>This is a generated agreement of the terms of their work out option called a Stipulated Agreement which is usually listed as a header on the document</i>		
Index Code / Name:	6114 Title Policy	Seterus Top Doc:	Yes
	Document Title Policy		
	Doc Description <i>A policy, usually issued by a Title Insurance company.</i>		
Index Code / Name:	6115 HAMP - Signed Modification	Seterus Top Doc:	Yes
	Document HAMP - Signed Modification		
	Doc Description <i>HAMP specific document for a Modification that are 'signed' are to be saved as this coding Missing signatures must be saved under index code of 2120-Altered/Incomplete Closing Docs</i>		
Index Code / Name:	6116 Grant Deed	Seterus Top Doc:	Yes
	Document Grant Deed		
	Doc Description <i>Document will be titled Grant deed or reference this in summary the document which transfers title to real property or a real property interest from one party (grantor) to another (grantee)</i>		
Index Code / Name:	6117 Quit Claim Deeds	Seterus Top Doc:	Yes
	Document Quit Claim Deeds		
	Doc Description <i>Quitclaim deeds transfer or "quit" any interest in real property This document will show this naming as the header of the form</i>		
Index Code / Name:	6118 Warranty Deeds	Seterus Top Doc:	Yes
	Document Warranty Deeds		
	Doc Description <i>is a type of deed where the grantor (seller) guarantees that they hold clear title to a piece of real estate and has a right to sell it to the grantee (buyer) This document has a header stating 'Warranty Deeds' listed on the document.</i>		
Index Code / Name:	6119 Final HUD-1 - ORIGINATION	Seterus Top Doc:	Yes
	Document Final HUD-1 - ORIGINATION		
	Doc Description		
Index Code / Name:	6120 Settlement Statement (HUD 1)- ORIGINATION	Seterus Top Doc:	Yes
	Document Settlement Statement (HUD 1)- ORIGINATION		
	Doc Description <i>If the document has a stamp within listed as FINAL and or with the signatures from the agent and borrower with date, those would be acceptable as this coding</i>		
Index Code / Name:	6121 Notice of Right to Cancel - ORIGINATION	Seterus Top Doc:	Yes
	Document Notice of Right to Cancel - ORIGINATION		
	Doc Description <i>Document will be titled Notice of Right to Cancel or Mortgage Rescission Statement Document will have required signature line These documents are at the time of origination.</i>		
Index Code / Name:	6122 Final 1003 Application	Seterus Top Doc:	Yes
	Document Final 1003 Application		
	Doc Description <i>If these documents are SIGNED, they should be saved under this index code.</i>		
Index Code / Name:	6123 Good Bye Letter	Seterus Top Doc:	Yes
	Document Good Bye Letter		
	Doc Description <i>Letter from Prior servicing company, advising Borrower of the change in servicing</i>		
Index Code / Name:	6124 Third Party/Attorney Correspondence	Seterus Top Doc:	Yes
	Document Letters from Lawyers to Us		
	Doc Description <i>Various correspondences coming from a lawyer that does not fall into another document type</i>		
	Document Third Party Correspondence		
	Doc Description <i>Various correspondences coming from a third party that does not fall into another document type.</i>		
	Document Attorney Correspondence		
	Doc Description <i>Various correspondences coming from an attorney that does not fall into another document type</i>		

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Index Code / Name	6125 Acceleration Letter	Seterus Top Doc:	Yes
	Document: Acceleration Letter		
	Doc Description: <i>The "Notice of Acceleration" sometimes called a "Demand Letter," normally states that the whole balance is due and payable immediately</i>		
Index Code / Name	6126 Demand Ltr	Seterus Top Doc:	Yes
	Document: Demand Ltr		
	Doc Description: <i>The "Demand Letter" sometimes called a "Notice of Acceleration," normally states that the whole balance is due and payable immediately</i>		
Index Code / Name	6127 Escrow Analysis	Seterus Top Doc:	Yes
	Document: Escrow Analysis		
	Doc Description:		
Index Code / Name	6128 Final Escrow Statement	Seterus Top Doc:	Yes
	Document: Final Escrow Statement		
	Doc Description:		
Index Code / Name:	6129 Hazard Insurance Claim	Seterus Top Doc:	Yes
	Document: Hazard Insurance Claim		
	Doc Description: <i>Homeowners insurance is home hazard insurance. It covers the owner of a home in the event of a fire or other type of loss</i>		
Index Code / Name:	6130 Request for Claim Check Endorsement	Seterus Top Doc:	Yes
	Document: Request for Claim Check Endorsement		
	Doc Description: <i>Verifying insurance claims adjustments, contractor estimates all information needed to begin claims process.</i>		
Index Code / Name:	6131 Corporate Advances	Seterus Top Doc:	Yes
	Document: Repair Bills		
	Doc Description: <i>These documents are Repair Bills in relation to corporate advances.</i>		
	Document: Water Bill		
	Doc Description: <i>All types of water/sewer bills from the district of any county are to be saved as this coding Which are in relation to corporate advances</i>		
	Document: Property Preservation Expenses		
	Doc Description: <i>These documents are Property Preservation Expenses in relation to corporate advances.</i>		
	Document: BPO Order Form		
	Doc Description: <i>The estimated value of a property as determined by a real estate broker or other qualified individual or firm. A broker price opinion is based on the characteristics of the property being considered</i>		
	Document: Property Improvement Expenses		
	Doc Description: <i>Document will be an invoice with detail improvements needed with estimated cost</i>		
	Document: Invoices to Seterus		
	Doc Description: <i>These documents are Invoices to Seterus in relation to Corporate advances</i>		
	Document: Authorization for Hourly Billing		
	Doc Description: <i>Any Invoices being sent to Seterus with amounts owing. This is usually a letter from the attorney stating that they need to do hourly billing on this customer and they include the cost for hourly billing</i>		
	Document: Legal Fees		
	Doc Description: <i>These documents are legal fees associated to corporate advances.</i>		
	Document: Corporate Advances		
	Doc Description: <i>These document will have a listing of their corporate advances and are to be saved here</i>		
Index Code / Name:	6132 Prior Servicer Pay History	Seterus Top Doc:	No
	Document: Prior Servicer Escrow History		
	Doc Description: <i>These are specifically for prior servicer Pay Escrow History</i>		

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Document: **Prior Servicer Pay History**Doc Description: *These are prior servicer ONLY type of documents. These documents indicate their payment history with the prior servicer.*Index Code / Name: **6133** Prior Servicer Loan Comments Seterus Top Doc: **Yes**Document: **Prior Servicer Loan Comments**Doc Description: *These are prior servicer ONLY type of documents. These documents indicate the comments of the loan created by the prior servicer.*Index Code / Name: **6134** SCRA Military Orders Seterus Top Doc: **Yes**Document: **Military Orders**Doc Description: *(there are various military papers that could fall under this code, the main one is deployment papers which allow the borrower to be considered for the 6% rate reduction under SCRA)*Index Code / Name: **6135** Rqst for Military Indulgence (Form 180) Seterus Top Doc: **Yes**Document: **Rqst for Military Indulgence (Form 180)**Doc Description: *(this is a FNMA document and process)*Index Code / Name: **6136** SCRA DOD Activation Notice Seterus Top Doc: **Yes**Document: **DOD Activation Notice**Doc Description: *(there are various military papers that could fall under this code, the main one is deployment papers which allow the borrower to be considered for the 6% rate reduction under SCRA)*Index Code / Name: **6138** Prior Servicer Corp Advance Invoices Seterus Top Doc: **Yes**Document: **Prior Servicer Corp. Advance Invoices**Doc Description: *These documents are specifically for PRIOR SERVICER documents for Corp. Advance Invoices*Index Code / Name: **6139** Brokers Market Analysis Seterus Top Doc: **Yes**Document: **Brokers Market Analysis**Doc Description: *Brokers Market Analysis (BMA) discusses the marketing strategy. Used to verify the list price(s). Is in a similar format as a BPO form.*Index Code / Name: **6140** Brokers Price Opinion (BPO) Seterus Top Doc: **Yes**Document: **Brokers Price Opinion (BPO)**Doc Description: *The estimated value of a property as determined by a real estate broker. A BPO is based on the characteristics of the property being considered. Verification of property info: unit #, collateral address, and legal ID of collateral.*Index Code / Name: **6141** Valuation BPO Seterus Top Doc: **Yes**Document: **Valuation BPO**Doc Description: *Is similar to a BPO but the valuation is performed by a professional. Camps/Value of BPO/ broker comments/Market value. Property info and characteristics. Date of when these docs were completed.*Index Code / Name: **6142** Value Recon w BPOs and Appraisal Seterus Top Doc: **Yes**Document: **Value Recon w BPOs and Appraisal**Doc Description: *This document is a value reconciliation of the BPO and Appraisal.*Index Code / Name: **6143** Appraisals Seterus Top Doc: **Yes**Document: **Appraisals**Doc Description: *Real estate appraisal, property valuation or land valuation is the process of valuing real property.*Index Code / Name: **6144** Certification of the Absence of Loan Mod Seterus Top Doc: **No**Document: **NM Loss Mitigation Certificate**

Doc Description:

Index Code / Name: **6145** Prior Servicer IRS Transcript Seterus Top Doc: **No**Document: **Prior Servicer IRS Transcript**Doc Description: *Document is the actual IRS Transcript.*Index Code / Name: **6146** Prior Servicer Hardship Affidavit RMA Seterus Top Doc: **No**Document: **Prior Servicer Hardship Affidavit RMA**Doc Description: *Document is a Hardship Affidavit Request for Modification (RMA) Form.*

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Index Code / Name:	6147 Uniform Borrower Assistance Form	Seterus Top Doc:	No
	Document: Uniform Borrower Assistance Form		
	Doc Description: <i>This form will eventually replace the Borrower Financials and the RMA Form per FNMA Servicing Directive 2011-08.</i>		
Index Code / Name:	6999 ALL OTHER	Seterus Top Doc:	Yes
	Document: ALL OTHER		
	Doc Description: <i>This index code represents all other type of documents not represented within the TOP DOCS list at the time of transfer.</i>		
Index Code / Name:	7000 Medical Records	Seterus Top Doc:	Yes
	Document: Medical Records		
	Doc Description: <i>Letters from the borrower and/or third parties, explaining an illness or injury, would not be considered private medical records. Those are to be saved under this code</i>		
Index Code / Name:	7001 FX01 - Documents to be Reviewed	Seterus Top Doc:	No
	Document: Documents to be Reviewed		
	Doc Description: <i>Address change and phone number update requests. Along with Legal type of documents are to be saved here. If the correspondence is in regards to any form of legal action, listing Seterus as the defendant, and or addressed to a legal personnel or our Legal</i>		
Index Code / Name:	7002 FX02 - Non English	Seterus Top Doc:	No
	Document: Non-English Correspondence		
	Doc Description: <i>All correspondence that requires translation</i>		
Index Code / Name:	7003 FX03 - Returned Closing Documents	Seterus Top Doc:	No
	Document: Returned Closing Documents		
	Doc Description: <i>Deficiency Agreements and Proposed Modification Agreements (From the prior servicer – Not third parties) can be saved under this coding for proper review</i>		
Index Code / Name:	7004 FX04 - Exceptions (Unidentified)	Seterus Top Doc:	No
	Document: Exceptions (Unidentified)		
	Doc Description: <i>Cannot identify document type. Cannot identify loan number. Loan number on documents is valid but no borrower or address information at SCI to validate, place all docs in this index</i>		
Index Code / Name:	7005 RRE Recorded Lien Release	Seterus Top Doc:	No
	Document: RRE Recorded Lien Release Documents		
	Doc Description: <i>This index is to represent the recorded Lien Releases. Mainly used internally</i>		
Index Code / Name:	7006 Mod Signed - Unexecuted	Seterus Top Doc:	No
	Document: Mod Signed - Unexecuted		
	Doc Description: <i>Signed Modification (must have the full borrower signature on the form) to be saved as this coding for proper review. Missing borrower signatures must be saved under index code of 2120-Altered/Incomplete Closing Docs</i>		
Index Code / Name:	7777 Prior Servicer Initial Mapping	Seterus Top Doc:	No
	Document: Prior Servicer Initial Mapping		
	Doc Description: <i>PRIOR DOCUMENTS SPECIFIC ONLY</i>		
Index Code / Name:	8888 Re-Indexed	Seterus Top Doc:	No
	Document: Re-Indexed		
	Doc Description: <i>DOCUMENTS HOUSED AS THIS CODING HAS ALREADY GONE THROUGH THE RE-INDEXING PROCESS</i>		
Index Code / Name:	9001 9901 File	Seterus Top Doc:	No
	Document: File		
	Doc Description:		
Index Code / Name:	9002 9902 File - Other	Seterus Top Doc:	No
	Document: File - Other		
	Doc Description:		
Index Code / Name:	9010 DOCUMENT REVIEW – BANKRUPTCY	Seterus Top Doc:	No

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Document: **DOCUMENT REVIEW – BANKRUPTCY**Doc Description: *Documents are housed under this coding for full review with the audit team. Once reviewed, the team will index under its appropriate coding*Index Code / Name: **9915** Unsorted Collateral FilesSeterus Top Doc: **No**Document: **Unsorted Collateral Files - Internal USE only**Doc Description: *INTERNAL USAGE ONLY FOR UNSORTED COLLATERAL FILES*Index Code / Name: **9916** Unsorted Foreclosure FilesSeterus Top Doc: **No**Document: **Unsorted Foreclosure - Internal USE only**Doc Description: *INTERNAL USAGE ONLY FOR UNSORTED FORECLOSURE FILES*Index Code / Name: **9999** No Index AssignmentSeterus Top Doc: **No**Document: **No Index Assignment**

Doc Description:

SUPPLEMENTAL AFFIDAVIT OF JOSEPH M. PERRY

EXHIBIT C

Seterus Missing Document Request Form

EXHIBIT C

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Missing Documents Request Form

New Request Form

Formerly CR DB

Version 1 0 0 1060

ID:

Missing Docs

User's Name:

Today's Date:

User's Email:

Department:

To view the job aid go to:

<http://sp.bvw.lbps.com/sites/WCC/BPDM/KnowledgeManagement/Desktop%20Process%20and%20Procedures/L826%20Servicing%20Guide/Missing%20Doc%20Image%20Req%20Job%20Job-Aid.pdf>

Please search the SCI website before submitting a request

Only include one document per request please.

Loan Number:

Document not on SCI:

Collateral:

Other document:

Contract Code:

Prior Servicer Loan Number:

Notes:

Submit

Submit and Add More Requests

Cancel

SUPPLEMENTAL AFFIDAVIT OF JOSEPH M. PERRY

EXHIBIT D

Prior Servicer Missing Document Request Form

EXHIBIT D

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Missing Documents Request Form Prior Servicer

Version: 1.0.0-1062

Work Order: ..

Submitted on:

Notes Prior:

Prior Servicer Loan Number:

Loan Number:

Document:

Collateral:

Contract Code:

Loan Comment:

User Notes: