



Independent Note & Contract Services, LLC

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Mount Vernon, WA 98273
Phone: (360) 336-5213
Staff@INCSNoteServices.com

SERVICE AGREEMENT

1. Payee/Lender Information (Please print)

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

Register a password to view payment history online: _____ Passwords will be case sensitive.

Complete the attached **Direct Deposit Form** for proceed disbursements.

When a payment is received, we will notify you by email. This **Payment Notification** does not contain payment details, just a link to your payment history using a secure online portal. This service is included in the basic Administration Fee.

If you would like a **Lender Statement** sent to you by mail or by email, each month, there is a fee of \$2.00 per payment.

If you choose to receive a **Lender Statement** by email, we must have your **Email Consent Form** on file.

Select all options that apply:

- Send the **Payment Notification** by email, at no cost. I will check the online portal for payment details.
- Mail a **Lender Statement** to me each month & deduct \$2.00 from each disbursement.
- Email a **Lender Statement** to me each month & deduct \$2.00 from each disbursement.
- I do not wish to receive a **Payment Notification** or a **Lender Statement**. I will check the online portal, periodically.

2. Payor/Borrower Information (Please print)

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

Register a password to view payment history online: _____ Passwords will be case sensitive.

We provide **Payment Statements** 10-15 days before a payment is due. Please select how you would like these statements delivered. We are required by law to provide these statements. If no selection is made or an **Email Consent Form** is not on file, the statement will be mailed to your address of record.

- Send my Statements by email. **My Email Consent Form** is included with this form.
- Send my Statements by mail.

3. INCS Fees

Specify who will be responsible for the INCS servicing fees. **If not indicated, fees will be split between parties.** Additional and miscellaneous fees will be billed according to the published fee schedule.

Establishment Fee: Payee Payor Split 50/50

Administration Fees: Payee Payor Split 50/50

4. Additional Services (see fee schedule)

In addition to servicing the loan payment, please add the following:

- RESERVE ACCOUNT to pay: Property Taxes Homeowner's Insurance Other _____
- CONSTRUCTION HOLD BACK ACCOUNT

In order to establish a Reserve Account or a Construction Hold Back Account, the applicable **Addendum Agreement**, must be completed, signed and received with this agreement.

5. Documents (Select one. No additional fees)

- The original documents will be held by the lender who will release them to the borrower upon payoff.
- INCS will hold the original documents in a True Escrow. If this option is selected, you will need to complete and attach a **True Escrow Agreement**.

6. Loan Questions

Under Washington State law, some loans we service are regulated by the Washington Department of Financial Institutions. In order to meet this compliance requirement, INCS needs the following information:

THIS INFORMATION IS REQUIRED IN ORDER TO ESTABLISH AN ACCOUNT.

Property Address of Collateral _____

Lien Position of this loan: First Mortgage Second Mortgage UCC or other

If the loan collateral is a residential dwelling consisting of 1-4 units, please answer the following:

This property is the borrowers: Primary Residence Secondary Residence Not Residing on the Property

If not residing on the property, how will it be used? Used as a rental Remodeled with the intention to sell

If the loan collateral is not a residential dwelling consisting of 1-4 units, select an option to describe the collateral:

Vacant Land Commercial Property or Residential Property over 4 units Business Assets Personal Property

The loan is unsecured (no recorded security document)

If not outlined or unsure, please specify the collateral for the loan and how it is being used.

7. Authorization

By signing below, we acknowledge that we would like to establish an account with INCS. The FEE SCHEDULE and the TERMS OF SERVICE HAVE BEEN RECEIVED, ACCEPTED AND AGREED TO. This completed Service Agreement must be signed and presented with copies of the contractual documents before an account will be established. This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

X _____
Payee/Lender Signature Date

X _____
Payee/Lender Signature Date

X _____
Payor/Borrower Signature Date

X _____
Payor/Borrower Signature Date

Checklist of Forms:

- This Service Agreement completed & signed by both parties
- Lender/Payee Direct Deposit Form
- Lender/Payee Email Consent Form (if applicable)
- Lender/Payee W9
- Addendum Agreement (for Reserves or Hold Back, if applicable)
- True Escrow Agreement (if applicable)
- Borrower/Payor Email Consent Form (if applicable)
- Borrower/Payor ACH Form for automatic payments (if applicable)
- Borrower/Payor W9

Checklist of Documents:

- Copies of Contractual Documents – Not True Escrow
Note and Deed of Trust or security instrument or Real Estate Contract
 - Original Contractual Documents – True Escrow
Note, Deed of Trust and signed Request for Reconveyance or Real Estate Contract and unrecorded Warranty Fulfillment Deed.
- *Additional documents may be needed depending on your contract.

Completed Agreement, Addendums, and copies of documents can be sent to INCS by mail or secure electronic upload.

We do not recommend email.

Upload: www.incsnoteservices.com/electronic-upload/