



Independent Note & Contract Services, LLC

Account Options:

LOAN SERVICING ACCOUNT

Each account includes:

Process & disburse one payment per month
 Monthly statement emailed or mailed to Payor
 Notice of payment emailed to Payee*
 24/7 online account access for both parties
 Year-end reporting 1098/1099, if applicable

Establishment Fee (1 Payee).....\$145.00 one-time

Administration Fee.....\$ 14.00 per month

Additional Establishment and Administration Fee for multiple Payees. See Additional & Options Service Fees.

LOAN SERVICING ACCOUNT WITH RESERVES

Each account includes the services above and the following:

Annual Reserve Analysis mailed to Payor
 Collect & pay two reserve accounts (ie. Taxes/Insurance)
 Reminder notices to Payor
 Notification to parties if payments are not issued

Establishment Fee (1 Payee).....\$185.00 one-time

Administration Fee.....\$ 19.00 per month

*Payee email is for notification purposes only. Payment details are available through a secure portal on the INCS website. Payee Statements, which include payment detail, are available by email or mail, for an additional charge. Payee and Payor statements may be sent by email once a signed Email Consent form is on file.

Administration Fee for Annual Payments.....\$64.00

Administration Fee for Semi-Annual Payments..... \$44.00

Administration Fee for Quarterly Payments.....\$24.00

ADDITIONAL & OPTIONAL SERVICE FEES:

Additional Payee Disbursement

\$25.00 one-time Establishment fee and \$5.00 per month, per additional Payee, deducted from Payee's disbursements.

Payee Disbursement by Paper Check

\$5.00 per check, deducted from Payee's disbursement. \$25.00 one-time fee at payoff, for special mailing of final proceeds check.

Payee Statement by mail or email, once a month

\$2.00 per payment, deducted from disbursements.

Administration Fee for Principal & Additional Payments

\$14.00 billed to Payor.

Reserve Account Added after initial setup

\$50.00 Establishment fee, \$5.00 per payment, billed to Payor.

Additional Reserve Impound (after the two included)

Additional \$2.00 per month, per impound. Billed per fee arrangement or requesting party.

Construction Hold Back Added to Servicing Account

\$100.00 Establishment fee, billed from Hold Back Funds.

\$25.00 per draw (check issued), billed from Hold Back Funds.

MISCELLANEOUS FEES:

Closing Service Account with payoff or cancellation

\$100.00 billed to Payor @ payoff or to Payee with cancellation.

Payoff Quotes (after 3 in a 12 month period)

\$10.00 each, added to quote, to Payor.

Interest Rate Changes

\$10.00 each change, billed per fee arrangement, if specified in contract. Fee billed to Payor if change is result of default.

Non-Cash Postings of Payment/Draws/Adjustments

Usual monthly administration amount, billed per fee arrangement.

NSF & Returned Items**

\$25.00 for the 1st occurrence. \$45.00 for each subsequent occurrence. Billed to Payor.

Stop Payment & Re-issue Check

\$35.00, deducted from disbursement

Modifications, Assumptions & Assignments

\$50.00, billed per fee arrangement.

Verification of Mortgage or Income

\$25.00, billed to applicable party. Payment must be received before service on closed accounts.

Reinstatement Figures & Ongoing Updates to Attorney

\$100.00 one-time, billed to Payor. If Foreclosure takes place, without payment, fee is responsibility of Payee.

Dormant Account (after 6 months of no activity)

\$50.00 per year, billed to Payee.

Research & Audit Fee

Includes multiple request for information. \$100 per hour with a \$25.00 minimum. Billed to requesting or responsible party.

V-Check Payment (online)

\$7.50 per use, billed to Payor

Incoming Wire Fee

\$30.00, deducted from incoming funds.

Additional History Ledger Copies & Replacement 1098/1099 Statements by Mail.

\$5.00 each copy, billed to requesting party.

Documents by Mail

\$5.00 for copies, billed to requesting party.
\$5.00 + actual mailing cost, for originals.

Late Payment Notice Information is included in the Payor's Monthly Statement. Included in basic Administration Fee.

** NSF fees are subject to limitations set by applicable laws.

Fees are subject to change with 30 days written notice. Revision 2.15.19