



Loan Servicing Set up Checklist

Welcome to Provident Loan Servicing. We are excited to have you as our client. To get your account started and to provide you with amazing service, please complete this checklist and return it with the following requested information:

- Completed Loan Setup Form: Borrower Setup Document
- Completed Loan Setup Form: Lender Setup Document
- Underlying lien form (if applicable)
- Signed Loan Servicing Agreement
- Copy of Deed of Trust(s)
- Copy of Promissory Note(s)
- Copy of Closing Disclosure/ Settlement Statement
- Copy of Tax Certificates (if not a wrap where the underlying lien escrows)
- Copy of New Insurance Declaration Page Certificates (if not a wrap where the underlying lien escrows)
- Setup fees
- Escrow Funds (if applicable)
- Payment History, current principal balance and next payment due date (if transferred from another servicer or previously self servicing)

Please send all documents to Provident Loan Servicing at NewAccounts@providentls.com. Your account will be started once all required documentation is received. Both parties will receive a confirmation Welcome Letter after setup. Please contact our Customer Service Department at (214) 937-0786 with any questions.

We look forward to servicing your account!