

Exhibit 1
Loan Servicing Functions

Establish loan payment accounts

Issue unique borrower loan number

Set up payment schedule

Send out monthly payment statements (monthly payment clients)

Send out annual payment/balance statements (deferred and non-deferred loan clients)

Collect and record payments (including interest where applicable)

*Deposit payments into the correct budget/fund as identified by funding source

*Return payments to grantors as appropriate (certain grantors)

Monitor payments and send out late notices

Send CD notification of non-payment

Monitor mandated insurance and send renewal notices to CD

Send CD notification of expired insurance

*Monitor mandated property tax payment

*Send CD notification of delinquent property tax payments

*Send CD notification of change of title and/or death

Send CD notification of address changes/mail returns

Collect on delinquent loans as directed by CD

Respond to requests for demands

Notify CD of subordination requests

Send CD notification of loan payoffs

Provide payoff amount information upon request

Provide reports of loan portfolio status by funding source and loan type upon request

Release liens/perform reconveyance for paid-off loans and close account

Send annual 1098 reporting form to borrowers with interest bearing loans for tax purposes

***These functions may be retained by current service provider (County Auditor/Tax Collector). However, if your agency typically provides these services, incorporate the services into your proposal and breakout by cost.**