

**EXHIBIT 2  
LOAN SET UP PROCEDURES**

1. Request Loan Number from Servicer – **Expectation is loan number issued and County notified of number within 2 days of request.**

**Items sent to Servicer include:**

**Number request form**

**Copy of Loan application**

**If HAP (homebuyer program), copy of lender application**

2. Final Loan information –Scanned copy of executed security documents sent to Servicer within two (2) days of signing. When final recorded documents are received by County (usually **3-4 weeks** after signing) recorded originals will be forwarded to Servicer. **County requests receipt confirmation from Servicer within one (1) day.**

**Items sent to Servicer include:**

**RRD Transmittal form**

**County recorded/original loan docs**

**If HAP, copy of primary lender loan note**

**Copy of homeowner insurance**

**Copy of tax service order**

3. Promissory Note modification –Expectation-- **Within 2 days of recording a note modification (CD handles recording) CD sends Servicer the recorded document. Servicer to update borrower's loan information within 1 day of receipt of loan modification document from County along with confirmation to County that update completed.**

**Items sent to Servicer include:**

**Miscellaneous document transmittal form (County form)**

**Note Modification**

4. Miscellaneous documents –within 2 days of receiving other miscellaneous documents County hand delivers documents to Servicer. **Expectation-send receipt confirmation to County within 1 day of receipt.**

**Typical miscellaneous items include:**

**Document transmittal form**

**Title policy**

5. Loan pays off –**Expectation—request for one day notification of loan payoff; followed up by transmittal of funds back to County. Within 1 week of payoff, original loan documents sent to County for preparation of reconveyance and confirmation of account clearance.**