

<u>PROCEDURE FOR PREPARATION</u>	: <u>HB-1-3550 and HB-2-3550.</u>
<u>PREPARED BY</u>	: System generated by UNIFI, loan approval official, or designee.
<u>NUMBER OF COPIES</u>	: Original and two copies.
<u>SIGNATURES REQUIRED</u>	: None.
<u>DISTRIBUTION OF COPIES</u>	: Fax a copy to the Centralized Servicing Center (CSC) on day of closing. Provide an original to the closing attorney (<i>not to be distributed to borrower</i>). Forward a copy to CSC with other loan closing documents within 5 business days of loan closing. Retain copy in case file.

INSTRUCTIONS FOR PREPARATION

- (1) Insert closing date.
- (2) Insert borrower's names and addresses.
- (3) Insert loan number.
- (4) Insert CSC mailing address and toll free telephone number.
- (5) Check the block.
- (5a) Insert principal, interest, taxes, and insurance (PITI) payment.
- (5b) Insert promissory note (principal and interest (PI)) payment.
- (5c) Insert escrow (tax and insurance) portion of monthly payment.
- (6) (Do not complete the item.)
- (7) Insert the monthly payment number, escrow payment amount, and identification of the type of each applicable disbursement for taxes and insurance for the coming year.
- (8) Insert the amount of the escrow cushion.