



Pacific Trust Deed Servicing Co., Inc.

Phone: (541) 955-6672 * Fax: (541) 955-6673

P.O. Box 697 * Grants Pass, OR 97528 * 225 N.E. "C" Street, Grants Pass, OR 97526

PACIFIC TRUST DEED SERVICING COMPANY, INC. DOCUMENT WORKSHEET

STANDARD SET-UP FOR ALL-INCLUSIVE WRAP AROUND CONTRACT

1. Collection Escrow Instructions
 - *Please include all contact information; cell phones, email, etc.
 - *Banking Information for auto deposit – must complete ACH credit form & include voided check
 - *Banking Information for auto withdrawal – must complete ACH debit form & include voided check
2. Exhibit "A" – Collection of Late Charges – if requested
3. Exhibit "B" - Tax and/or Insurance Reserve Account Agreement – if requested
 - *Property Taxes – Include Property Tax Statement
 - *Fire Insurance – Include Fire Insurance Binder
4. Exhibit "C" – All Inclusive/Wrap Agreement required to be signed by ALL parties
 - *Must include the following
 - Copy of First Lien Note or Contract
 - Copy of First Lien Trust Deed
 - Copy of Account Statement from First Lien
5. Recorded Memo of Contract
6. ORIGINAL Contract of Sale
7. Un-recorded Warranty Deed or Bargain & Sale Deed to be released upon fulfillment
8. Trustee's Certification Statement (If Applicable)
9. Power of Attorney or Personal Representative Verification (If Applicable)
10. W-9 for Each Party
 - *LLCs and corporations please provide tax identification numbers
 - *LLCs please provide a copy of the Operating Agreement
11. Fee Schedule (Initialed by Each Party)
12. Privacy Policy (Initialed by Each Party)

If you have any questions please call 541-955-6672