



# 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 CONTRACT OF SALE/LAND SALE 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 with billing information
  4. Recorded Memorandum of Contract
  5. ORIGINAL Contract of Sale
  6. Un-recorded Warranty Deed or Bargain & Sale Deed to be released upon fulfillment
  7. Trustee's Certification Statement (If Applicable)
  8. Power of Attorney or Personal Representative Verification (If Applicable)
  9. W-9 for All Parties: husband AND wife
    - \*LLCs and corporations please provide tax identification numbers
    - \*LLCs please provide a copy of the Operating Agreement
  10. Fee Schedule (Initialed by Each Party)
  11. Privacy Policy (Initialed by Each Party)
- 

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