

Understanding the Note Flow

1. Make relationships with Note sellers and other Note investors
2. Find Note Broker / Note seller
3. Apply to do business with this seller (Qualified Investor Form)
4. View sample of pool for purchase
5. Perform Pre funding due diligence
6. Request for any replacements at this time pre funding
7. Purchase Pool from Note seller
8. Complete Loan Servicing Agreement
9. Complete Loan transfer form
 - Servicer information required
 - Custodian information required
10. Vendor Management (Servicer, Custodian, Google docs, Credit reports, Skip Trace reports, etc.)
11. Good Bye RESPA's go out from Note seller with your instruction as to whom your seller and custodian will be including business hours and days of operation
12. Within 15 days from the note seller RESPA's you will send your TILA & Hello letter
13. You will need to follow up with note seller and note seller custodian on the collateral transfer
14. Perform post-funding due diligence
 - Order new credit report
 - Confirm Sr. Lien Status
 - Check for BK
 - Check if Property is Listed for Sale
 - Check Property Tax Status / Sale
 - Update Property Value
 - Complete Occupancy
15. Within 3-7 days later you will send Welcome letter
16. Collection efforts and daily calls begin
17. Day 7-15 you will send Welcome package and proof of collateral
18. Day 15-20 door knock sent to property if no contact has been established
19. We are here to help letter delivered with the 1st door knock and proof of collateral and your recorded assignment
20. Continue with the daily calls or a outbound call every 3rd day
21. Monthly statements go out once per month roughly between 15th-17th
22. Day 20 - Send internal demand with exception of states which require more time allowed (Washington State)
23. Day 30 - Hire attorney to send unrecorded claim or external demand to get traction
24. Last Chance Demand Letter from attorney, contains all legal fees and notice this file is going to Foreclosure
25. "Last Last" Chance Demand Letter - Attorney prepares the complaint that contains all fees. Note Owner sends this letter via email and in the mail. (There is a fee to the attorney for them to prepare this complaint)
26. File NOD
27. Proceed with foreclosure