

DIVERSIFIED INVESTMENT SERVICES™

# Note Buying

## Forms and Documents Guide

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This guide provides samples of forms and documents most frequently used in the note industry. They have been printed and arranged in alphabetical order by their file name. The forms and documents are also saved as either a Word or PDF file for download in the Finding Cash Flow Notes Training. Each state has their unique set of laws and requirements that must be satisfied when presenting documents for recording. The legal documents should be presented to a title company, attorney or other competent professional for review and acceptability prior to use.

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Some cash flow transactions may require you to be licensed in some states. Be sure to check the laws of the state(s) in which you will do business or consult with an attorney.

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<b>DOCUMENT FILE NAME</b>	<b>PAPER SIZE</b>	<b>DATABASE LINK</b>
Affidavit – Lost Note	LTR	Y
Affidavit – Power of Attorney	LTR	N
Affidavit – Reg z	LTR	Y
Affidavit of Lost Note and Indemnification with Duplicate Note	LGL	N
Amendment Agreement	LGL	Y
Assignment – Contract and Deed	LGL	Y
Assignment – Deed of Trust	LTR	Y
Assignment – Deed of Trust CA	LTR	Y
Assignment – Deed of Trust TX	LGL	Y
Assignment – Deed of Trust WA	LGL	Y
Assignment – Mortgage	LGL	Y
Assignment – Mortgage NY	LGL	Y
Assignment – Purchase Agreement	LTR	N
Authorization for Credit	LTR	N
Authorization to Obtain Information	LTR	N
Broker’s Opinion of Value (BPO)	LTR	N
Business Note Authorization for Credit	LTR	N
Business Note Checklist	LTR	N
Business Note Purchase Option Agreement	LTR	N
Business Note Worksheet	LTR	N
Checklist	LTR	N
Closeout Letter	LTR	N
Closing Document Cover Letter	LTR	N
Collection Letter	LTR	N
Collection Letter Late Notice	LTR	N
Collection Letter 30 Day Demand (Breach)	LTR	N
Collection Workout Borrower Financial Statement Fannie	LTR	N - PDF File
Collection Workout Solicitation Fannie	LTR	N – PDF File
Credit Application Condensed	LGL	N – PDF File
Credit Application 1003	LGL	N – PDF File
Disbursement Authorization	LTR	N
Goodbye Letter – RESPA	LTR	Y
Hello Letter	LTR	N
Insurance Letter	LTR	N
Marketing Letter	LTR	N
Marketing Brochure	LTR	N
Mobile Home Power of Attorney	LTR	Y
Note Endorsement (Allonge)	LTR	Y
Offer Letter	LTR	N
Payer Estoppel Letter	LTR	N
Payer Interview	LTR	N

Payment History Affidavit	LTR	N
Purchase Agreement – Full	LTR	Y
Purchase Agreement – Partial Remainder	LTR	N
Purchase Agreement – Partial	LTR	Y
Purchase Option Agreement	LTR	N
Quote Request Worksheet	LTR	N
Request for Notice	LTR	Y
Request for Full Reconveyance	LTR	Y
Satisfaction of Mortgage	LTR	N
Verification of Account	LTR	N
Warranty Deed	LGL	Y