

Thank you for choosing Peoples Bank.

We look forward to reviewing your contract servicing request.

To ensure timely processing, please complete the following steps to submit your request:

- Go to our Contract Collections page: <https://www.peoplesbank-wa.com/landing-pages/contract-collections/> and click on the Submit Request button under Step 1 to contact our Contract Collections Team who will provide a secure upload link for you to upload all completed forms and supporting documentation. ****Do not submit any forms or supporting documentation until the Contract Collection Team has provided the secure upload link**** You may also mail requests and documentation to: Peoples Bank, Attn: Contract Collection Request, 4183 Meridian St, Bellingham, WA 98226.
- Complete and sign the *Contract Servicing Request* (this form) – please complete on behalf of all parties
- Each Payee/Seller and Payor/Buyer who is an individual must complete a *Customer Information Profile-Individual* form – **signature must be notarized**
- Each Payee/Seller and Payor/Buyer who is a business/trust/estate must complete a *Customer Information Profile-Entity* form – **signature must be notarized**
- Provide a copy of the applicable supporting documentation for the contract:
 - Promissory Note
 - Deed of Trust
 - Real Estate Contract/Contract of Sale/Bill of Sale
 - Other: _____
- Provide a copy of entity documentation for any Payee/Seller or Payor/Buyer that is a business/trust/estate
 - Articles of Incorporation
 - LLC Agreement
 - Trust Agreement
 - Other: _____
- Upload all completed forms and supporting documentation using the secure upload link provided by the Contract Collection Team

All required forms and documentation must be received 10 business days prior to the first payment date. If not received by that time, the Payee/Seller is responsible for collecting the first payment from the Payor/Buyer and notifying the bank by email or in writing that the payment was collected.

Your submission will be reviewed by our Contract Collection Team who will reach out to you with any questions and/or to obtain any missing information, forms, or documentation. Submissions missing information or documentation may delay processing and approval.

Once the contract servicing request is approved, a *Contract Servicing Agreement* will be sent via DocuSign to all parties for signatures. Automatic payments/deposits are required for loan payments, fees, and disbursements. The Contract Collection Team will work with the appropriate parties complete the necessary authorization forms and send via DocuSign for signatures.

Please contact our Contract Collection Sales Team with any questions at contract.collections@peoplesbank-wa.com or (800) 350-5990.

Thank you again for choosing Peoples Bank for your contract servicing needs!

Peoples Bank Contract Collections Team

Note: If you do not have an email address and cell phone number to use with DocuSign, we can arrange a document signing at a branch location.

Payee(s)/Seller(s)			
Name		Email Address	
Name		Email Address	
Name		Email Address	
Name		Email Address	
Payor(s)/Buyer(s)			
Name		Email Address	
Name		Email Address	
Name		Email Address	
Name		Email Address	
Loan Information			
Purpose <input type="checkbox"/> Purchase of 1-4 Family Dwelling <input type="checkbox"/> Other:		Property Address	
Principal Amount \$	Payment Amount \$	Payments per Year	1 st Payment Due Date
Interest Rate %	Interest Start Date	Interest Calculation Method <input type="checkbox"/> Actual Day/365 Day Year <input type="checkbox"/> 30 Day Month/360 Day Year	
Late Charge Information <input type="checkbox"/> Percentage _____% or <input type="checkbox"/> Amount \$ _____ Grace Period Days _____		Prepayment Penalty Information <input type="checkbox"/> Percentage _____% or <input type="checkbox"/> Amount \$ _____ Ending Date _____	
Balloon Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Balloon Payment Amount \$	Balloon Payment Due Dates	Maturity Date
Other Details			
Disbursements			
Primary Payee/Seller Name		Amount	
(1)		\$	or %
(2)		\$	or %
(3)		\$	or %
(4)		\$	or %

Fee Responsibility		
Indicate who will be responsible for each fee type. If split, include the percentages (must add up to 100%).		
Contract Setup Fee/Assumption Fee (one-time fee)	\$350.00	<input type="checkbox"/> Payee/Seller Name _____ <input type="checkbox"/> Payor/Buyer Name _____ <input type="checkbox"/> Split: Name _____ % Name _____ % Name _____ % Name _____ %
Annual Maintenance Fee ¹	\$150.00	<input type="checkbox"/> Payee/Seller Name _____ <input type="checkbox"/> Payor/Buyer Name _____ <input type="checkbox"/> Split: Name _____ % Name _____ % Name _____ % Name _____ %
Annual Disbursements Fee ¹	\$150.00	<input type="checkbox"/> Payee/Seller Name _____ <input type="checkbox"/> Payor/Buyer Name _____ <input type="checkbox"/> Split: Name _____ % Name _____ % Name _____ % Name _____ %
Pro-Rated Annual Maintenance Fee ² (one-time fee)	TBD	<input type="checkbox"/> Payee/Seller Name _____ <input type="checkbox"/> Payor/Buyer Name _____ <input type="checkbox"/> Split: Name _____ % Name _____ % Name _____ % Name _____ %
Pro-Rated Annual Disbursements Fee ² (one-time fee)	TBD	<input type="checkbox"/> Payee/Seller Name _____ <input type="checkbox"/> Payor/Buyer Name _____ <input type="checkbox"/> Split: Name _____ % Name _____ % Name _____ % Name _____ %

¹Annual fees will be due by February 1st each year. ²The first year of the annual fees will be pro-rated based on the remaining months of the year, starting with the month the 1st payment is due. This amount will be provided to you once your request has been submitted and reviewed.

Acknowledgement

By signing below, I acknowledge that the information provided above is true and accurate.

Signature

Title (Payee/Payor/Seller/Buyer/Agent)

Printed Name

Date