

NCS CHECKLIST

TO ASSIST US IN CLOSING YOUR FILES EFFICIENTLY,
PLEASE PROVIDE THE FOLLOWING DOCUMENTS WITH YOUR ORDER.

→) FOR ALL FILES

Signed Borrower's Authorization: Provide a signed borrower's authorization to assist NCS in ordering any mortgage loan payoffs.

Please note some lenders will require a specific **NCS authorization to process a demand request. Contact your settlement team for more information.*

→) PAYOFF INFORMATION *Please provide:*

- Lender name, contact information & full account number or a full copy of the mortgage statement**
- Valid ID:** Provide ID for name verification.
- Application/1003:** Provide application so we may verify current marital status and other information.

→) IF APPLICABLE *Please provide:*

- Homeowners Association (HOA) Information:** Provide HOA company name and phone number so we may verify dues are current.
- Statement of Information:** Provide a complete Statement of Information by the borrower to assist clearing any judgments or liens.
- Deceased Owner:** Provide a copy of the deceased owner's death certificate so NCS may determine what will be required to proceed and prepare applicable documents. Depending on the state and how title is held, an original certified copy of the death certificate may be required for recording purposes.
- Adding Borrowers to Title?** Provide contact information, marital status, copy of their ID and their relationship to our borrower as well as vesting for a deed to be prepared.
- Removing Homeowners from Title?** Provide reason for removal, amount of equalization payment (if any), and new vesting for deed to be prepared.

CALL YOUR SETTLEMENT TEAM TODAY FOR MORE INFORMATION!

