

**Bogman, Inc.**  
**Servicing Transfer Guidelines for**  
**CDA Loans**

**I. SERVICING FILE / DOCUMENTS**

A. If the lender is a MERS member, the lender is to transfer the loan to the Maryland Community Development Administration on MERS within 48 hours of receiving the purchase advice. The lender must list:

1. Bogman, Inc. as the Sub-Servicer. Bogman's MERS ID is 1004833
2. Maryland Community Development Administration (CDA) as the Servicer and Investor. CDA's MERS ID is 1008248.

B. Loan files, must be received by Bogman, Inc., no **later than 16 days after purchase**.

C. Please deliver files to:

**Bogman, Inc.**  
**Attention: David Wolf**  
**12301 Old Columbia Pike, Suite 200**  
**Silver Spring, MD 20904-1656**

D. Required Documentation in loan file:

**SEE FILE DOCUMENT ORDER CHECK LIST**  
**(ATTACHED)**

**II. MONETARY ITEMS**

A. Escrow funds must be forwarded with file at the time of transfer. If payments, payoffs and loss drafts are received, please place your loan number on check and endorse the check to Bogman, Inc. All funds must be forwarded within 24 hours to:

**Bogman, Inc.**  
**Attention: David Wolf**  
**12301 Old Columbia Pike, Suite 200**  
**Silver Spring, MD 20904-1656**

B. All checks or drafts returned for non-sufficient funds or stop payment which were not reversed by your institution prior to cutoff should be identified with your loan number and forwarded to the address referenced above. Please attach a history detailing the original application of any returned item.

### III. ESCROW

- A. The Bogman, Inc. Escrow Information Sheet must be completed in its entirety.
- B. The originating lender/seller is responsible for preparing the notification to the insurance company/agent regarding the change of servicer and requesting a change of loss payee endorsement, as well as a new declaration page. The mortgagee clause should read as follows:

**Maryland Community Development  
Administration  
C/O Bogman, Inc.  
Its Successors and/or Assigns, ATIMA  
12301 Old Columbia Pike, Suite 200  
Silver Spring, MD 20904-1656**

Please forward copies of the mortgagee change letters to Bogman, Inc.

- C. FHA

An individual HUD form 92080 must be completed. Also, a copy of the screen-print from the FHA Connection showing Mortgage Record Change complete. Bogman's HUD MTG ID# is 19472-0999-2 and CDA Holder # 19435-0999-3

- D. USDA/RS (RHS)

- 1. A copy of the LNG should be included in the loan file.
- 2. The originating lender/seller should notify USDA/RD (RHS) of the servicing transfer and include a copy of the transfer notice in the file.

- E. Optional Insurance

Please provide a list of all loans that have optional insurance and the insurance company name, type of coverage (life, health, or disability), and whether the coverage is single or joint.

- F. Real Estate Taxes

- 1. A Tax Service Fee of \$81.00 must be collected for all loans at the time of closing and forwarded with the loan package to Bogman, Inc.
- 2. Any bills received after the transfer date must be forwarded to Bogman, Inc. prior to the delinquent date. Any penalties incurred due to the late arrival of servicing packages will be charged back to the originating lender/seller.

G. Ground Rents

Provide Bogman, Inc. with copies of the letters notifying the Ground Rent Owners of the transfer and where to send future bills.

**IV Customer Service**

- A. A good-bye letter should be mailed to each mortgagor 15 days prior to the transfer notifying them of the transfer. (See attached example.) A copy of each mortgagors' good-bye letter should be placed in each loan file prior to transfer.
- B. Any pending research or customer inquiries should be completed prior to the transfer. Any problems outstanding as of transfer should be forwarded with a synopsis of what has been completed, and clearly marked in the file.
- C. All correspondence, insurance renewals/cancellations, customer inquiries, real estate tax bills, etc., received after the transfer date, should be identified with your loan number and forwarded to Bogman Inc.

If you have any questions or concerns, regarding the loan transfer, please contact David Wolf at 240-482-1076. We look forward to working with you and would like to take this opportunity to thank you in advance for your cooperation.

**IV. Monthly Issues Report**

ALL ITEMS ON BOGMAN'S MONTHLY ISSUES REPORT MUST BE CLEARED WITHIN ONE WEEK OF RECEIPT OF REPORT TO AVOID THE POSSIBILITY OF A LOAN BEING REPURCHASED BY THE LENDER.

SAMPLE GOOD-BYE LETTER

Joe Smith  
Sue Smith  
1 Main Street  
Downtown, MD 12345

Ref: Loan Number: (Your loan number)

Dear Borrowers(s):

Effective (Transfer date), the servicing of your loan will be transferred to Bogman, Inc. On March 10, 2004 the State of Maryland's Department of Housing and Community Development selected Bogman, Inc. to be the primary servicer of CDA/Maryland Mortgage Programs loans. Effective (Transfer date) (Your company name) will no longer accept you monthly mortgage payment and you should remit all payments and correspondence to:

**Bogman, Inc.**  
**12301 Old Columbia Pike, Suite 200**  
**Silver Spring, MD 20904-1656**

Bogman, Inc. will provide you with coupons in the near future. If you do not receive your coupons prior to making your next payment, please mail your payment along with your (Your company name) coupon to the address stated above. You should begin remitting your monthly payments to Bogman, Inc., by check or money order, effective (transfer date).

Any payments or correspondence received by (Your company name) on or after (Transfer date) will be endorsed and forwarded to Bogman, Inc. If you have any questions about your loan before (Transfer date) contact (Your company name) Customer Service Department at (Your customer service number). After (Transfer date), you may contact Bogman, Inc. at 1-877-482-1051 or 240-482-1050.

We at (Your company name) want to thank you for the opportunity to be able to service your loan and look forward to working with you again in the future.

Sincerely,

Service Release Representative

**SAMPLE LETTER-HAZARD INSURANCE COMPANY**

Name and  
Address of  
Insurance Company

Re: Policy number  
Effective (Policy start date to policy end date)  
Name of Insured: Joe Smith  
Sue Smith  
1 Main Street  
Downtown, MD 12345

The servicing of the above referenced loan has been transferred. Please forward all future renewal billing to the address listed below and issue an endorsement to correct the mortgagee clause to read:

**MARYLAND COMMUNITY DEVELOPMENT  
ADMINISTRATION  
Its successors and/or assigns, ATIMA  
C/O Bogman, Inc.  
12301 Old Columbia Pike, Suite 200  
Silver Spring, MD 20904-1656**

Thank you for your immediate attention to this matter.

Sincerely  
Service Release Administrator

# BOGMAN, INC. LOAN INFORMATION SHEET

Borrowers: 1 \_\_\_\_\_ SS# \_\_\_\_\_

2 \_\_\_\_\_ SS# \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Numbers: (H) \_\_\_\_\_ (W-1) \_\_\_\_\_

(W-2) \_\_\_\_\_

**MIN#** \_\_\_\_\_

Your loan # \_\_\_\_\_ CDA Loan # \_\_\_\_\_

DSELP Loan Amount \_\_\_\_\_ DSELP Loan # \_\_\_\_\_

Original Loan Amount \_\_\_\_\_ IO Pymt (5/30 or 7/33 Program) \_\_\_\_\_

Purchase Loan Amount \_\_\_\_\_ P&I Pymt \_\_\_\_\_

Interest Rate \_\_\_\_\_ Escrow Pymt \_\_\_\_\_

Closing Date \_\_\_\_\_ Escrow Pymt Breakdown \_\_\_\_\_

Interest Paid thru date \_\_\_\_\_ County Tax \_\_\_\_\_

Maturity Date \_\_\_\_\_ City Tax \_\_\_\_\_

Loan Type \_\_\_\_\_ Hazard Ins. \_\_\_\_\_

1 Conventional \_\_\_\_\_

2 VA \_\_\_\_\_

3 FHA \_\_\_\_\_

4 Conventional Insured \_\_\_\_\_

6 USDA/RD (RHS) \_\_\_\_\_

Other \_\_\_\_\_

FHA / VA / RHS Case # \_\_\_\_\_ Total Pymt \_\_\_\_\_

Mortgage Ins Commitment # \_\_\_\_\_

**BOGMAN, INC  
ESCROW INFORMATION SHEET**

Borrowers \_\_\_\_\_ Loan # \_\_\_\_\_

<b>County Taxes</b>				
County Name _____		Tax ID # _____		
Address _____		Monthly amount _____		
_____		Paid Thru Date _____		
Telephone _____		Annual tax amount _____		
Taxes Paid:	Annually	Semi-annually	Quarterly	Other

**City/Town/Borough Taxes**

County Name _____		Tax ID # _____		
Address _____		Monthly amount _____		
_____		Paid Thru Date _____		
Telephone _____		Annual tax amount _____		
Taxes Paid:	Annually	Semi-annually	Quarterly	Other

<b>School Taxes</b>				
County Name _____		Tax ID # _____		
Address _____		Monthly amount _____		
_____		Paid Thru Date _____		
Telephone _____		Annual tax amount _____		
Taxes Paid:	Annually	Semi-annually	Quarterly	Other

**Private Mortgage Insurance**

Name of PMI Co _____	Next Due Date _____
_____	Annual Amount _____
Certificate # _____	Effective Date _____

<b>FHA MIP</b>	
FHA Case # _____	Annual Amount _____
One Time MIP Amount _____	Monthly Premium _____
Date Last Paid _____	Next Due Date _____

**Hazard Insurance** Attach Copy of Policy

Name of Carrier \_\_\_\_\_ Policy number \_\_\_\_\_

Dwelling Coverage Amount \_\_\_\_\_ Annual Premium \_\_\_\_\_

Effective Dates \_\_\_\_\_ Replacement Cost Coverage? \_\_\_\_\_

<b>Flood Insurance</b> <u>Attach Copy of Policy</u>	
Name of Carrier _____	Policy number _____
Dwelling Coverage Amount _____	Annual Premium _____
Effective Dates _____	

**Ground Rent**

Name of Ground Rent Owner \_\_\_\_\_ Annual Amount \_\_\_\_\_

Address \_\_\_\_\_ Due Dates \_\_\_\_\_

\_\_\_\_\_ Paid Thru Date \_\_\_\_\_

Telephone \_\_\_\_\_

# Bogman, INC. REQUIRED DOCUMENTATION

Borrower Name _____	Today's Date _____
CDA Investor # _____	<b>MIN #</b> _____
Originating Lender _____	Lender Loan # _____
_____	DSELP # _____
Lender License # _____	Lender Contact Person _____
_____	Phone Number _____
_____	Broker License # _____

- \_\_\_\_\_ Check **or copy of request for check\*** for any principal curtailments made payable to/endorsed to Bogman, Inc.
- \_\_\_\_\_ Check **or copy of request for check\*** for the escrows made payable to Bogman, Inc.
- \_\_\_\_\_ Check **or copy of request for check\*** for any loan payments paid after the purchase date endorsed to Bogman, Inc.
- \_\_\_\_\_ Check **or copy of request for check\*** for tax service fee made payable to Bogman, Inc. in the amount of \$81.00
- \_\_\_\_\_ File Order List
- \_\_\_\_\_ Bogman Loan Information Sheet
- \_\_\_\_\_ Detail Purchase Advice Funding Sheet
- \_\_\_\_\_ Note with all pertinent riders - COPY
- \_\_\_\_\_ Closing Cost Assistance Grant Agreement
- \_\_\_\_\_ Deed of Trust with all pertinent riders – COPY
- \_\_\_\_\_ DSELP Note - COPY
- \_\_\_\_\_ DSELP Deed of Trust - COPY
- \_\_\_\_\_ Settlement Statement (HUD 1)
- \_\_\_\_\_ **Current** Transaction History (as of date file is sent to servicer)
- \_\_\_\_\_ Escrow Information Sheet (Bogman form)
- \_\_\_\_\_ Escrow statement at time of closing and transfer
- \_\_\_\_\_ Most recent tax bill or receipt or tax information form
- \_\_\_\_\_ Notice to Ground Rent Owner advising of loan transfer
- \_\_\_\_\_ Ground Rent Owner Information

\*If copy of request for check included, check must be submitted to Bogman, Inc. immediately upon receipt.

- \_\_\_\_\_ Notice to Hazard Insurer advising of Loan transfer & mortgagee clause  
(Paid receipt indicating dollar amount paid required)
- \_\_\_\_\_ Most recent homeowners policy/declarations page
- \_\_\_\_\_ Notice to flood insurer of loan transfer  
(Paid receipt indicating dollar amount paid required)
- \_\_\_\_\_ Flood Certification
- \_\_\_\_\_ Mortgage Insurance Certification / Commitment – MIC, LGC, RHS, PMI Cert  
(Proof of payment or print-screen showing mortgage insurance is active)
- \_\_\_\_\_ **Notice to HUD (92080 forms) or PMI company of loan transfer**
- \_\_\_\_\_ Initial Escrow Account Disclosure Statement
- \_\_\_\_\_ Most recent escrow analysis or aggregate analysis from closing
- \_\_\_\_\_ Loan Application both handwritten and verified / typed
- \_\_\_\_\_ W9 Forms for all borrowers
- \_\_\_\_\_ Appraisal
- \_\_\_\_\_ HUD Notice to the Homebuyer
- \_\_\_\_\_ HUD Notice to Lender
- \_\_\_\_\_ HUD form 92900 - A&B
- \_\_\_\_\_ HUD Homeownership Programs' Loan Transmittal Check list for CDA Loans
- \_\_\_\_\_ Good-bye letter
- \_\_\_\_\_ Miscellaneous loan documents
- \_\_\_\_\_ Verification of deposit or bank statements
- \_\_\_\_\_ Credit report
- \_\_\_\_\_ Transmittal summary
- \_\_\_\_\_ Purchase agreement or sales contract
- \_\_\_\_\_ Escrow instructions
- \_\_\_\_\_ Gift letter and supporting documentation
- \_\_\_\_\_ Title commitment
- \_\_\_\_\_ Closing instructions
- \_\_\_\_\_ IRS Form 4506
- \_\_\_\_\_ Underwriter conditions

- \_\_\_\_\_ Underwriter approval
- \_\_\_\_\_ Income tax return
- \_\_\_\_\_ Verification of employment or alternative documentation (verbal VOE, one month's paystubs and last year's W-2's) for all jobs
- \_\_\_\_\_ All lender underwriting loan approvals with conditions (manually underwritten)
- \_\_\_\_\_ LP/DU Findings, if applicable (automated underwriting)