

How to fill out Collateral Submission

Go to <https://imperialfund.com/collateral-submission/>

Borrower: Choose code assigned to your company

Step 1. Loan characteristics

- **Loan Number:** Enter your loan number (NUMBERS only). If do not have loan number, create it: *Start your loan number with 3 digits of your borrower's code and add any other 4 digits.*
- **Borrower type:** Choose type of borrower for this loan.
- **Blanket loan:** Determine if this loan blanket or not.
- **Street:** Enter subject property street address as identified on the loan document.
- **City:** Enter the city of the subject property address.
- **Zip:** Enter the five-digit zip code of the subject property address.
- **Borrower (Guarantor) First Name:** Enter the borrower's first name as identified on the loan document.
- **Borrower (Guarantor) Last Name:** Enter the borrower's last name as identified on the loan document.
- **Rate:** Enter the loan rate as identified on the Note.
- **Mortgage Recording Instrument #:** Enter recording instrument number.
- **Unpaid Principal Balance:** Enter the unpaid principal balance.
- **Monthly Payment:** Enter loan monthly payment.
- **Appraised Value:** Enter the original appraised value of the property. "As-is" value ONLY.
- **Due date of First Payment:** Enter the first date of payment as identified on the Note.
- **Terms in Months:** Enter loan term.
- **Purchase Value:** Enter the purchase value as identified in purchase agreement.
- **Type of Property:** Choose type of property from dropdown list. If you did not find right type use our own answer.
- **Funding Date:** Enter the date when loan was funded.
- **Maturity Date:** Enter the date the loan will mature.
- **FICO (use 660 if foreign national):** Enter borrower credit score. Use 660 if borrower if foreign national.
- **Modification Date:** Enter the date the loan was modified, if applicable.
- **Citizenship:** Choose country of citizenship of the borrower.
- **Type of Transaction:** Choose purpose of the loan.

Step 2. Appraisal report/Credit report and Closing package

Upload required document in preset fields. Be sure to upload **ONLY REQUIRED DOCUMENTS** one by one, otherwise it will cause a delay in due diligence process. **ALL DOCUMENTS MUST BE IN PDF FORMAT**

- Appraisal Report
- Credit Report
- Note
- Mortgage (Deed of Trust)
- Assignment of Leases Rents and Profit **(If applicable)**
- Guaranty
- Title Policy
- Borrower ID
- Insurance
- Confession of Judgment (NY) **(If applicable)**

Once the documents are submitted, it takes 72 hours to review.

If any omissions occur in the document, they should be cleared within 60 days; otherwise, the loan is not eligible to be included in the Borrowing Base.

Step 3. Final Collateral Package

Once loan is approved upload **“Final Collateral Package”** according to the list below. First list of the scan should be **“Title Page”** (attached below) **ALL DOCUMENTS MUST BE IN PDF FORMAT**

- Mortgage Agreement
- Promissory Note
- Guaranty
- Assignment of Rents, Leases and Profits **(If applicable)**
- Loan Policy of title insurance
- Business Purpose Affidavit **(If applicable)**
- Assignment of MTG **(SPV)**
- Assignment of MTG **(Sovcombank)**
- Allonge to Note **(SPV)**
- Allonge to Note **(Sovcombank)**
- MTG and Note Modification agreement **(If applicable)**
- Other documents

Title Page Sample: <https://imperialfund.com/uploads/Title Page for Delivery.pdf>

Step 4. Document Delivery

- Place documents to Letter Size folder with Title Page on top.
- Send original document package to:
1720 Harrison street, 7th Floor, Hollywood, FL 33020
Elena Kuznetsova
- Please send us an email when you send documents, we will let you know when we receive it.
custodian@imperialfund.com