



DOCUMENT CUSTODIAN CHECKLIST – ACTIVE FILE

Real Estate Taxes

Real Estate Tax Bills
Proof of Payment
 By Homeowner
 By Servicer through Escrow Account

Homeowners Insurance

Homeowners Insurance Bills
Proof of Payment
 By Homeowner
 By Servicer through Escrow Account

Homeowners Association Dues

Homeowners Association Dues or Condo Fees
Proof of Payment
 By Homeowner
 By Servicer through Escrow Account

Annual Escrow Account Disclosure Statement

Annual Escrow Account Disclosure Statement
 Notice of Shortage
 Notice of Surplus
 Error Resolution

Correspondence

From Servicer
To Servicer
Call Log
Correspondence Log

Request for Information

Request for Information
Response to Request for Information

Payoff Statement
Transaction History

Monthly Mortgage Statements and Proof of Payments

Proof of Payment Log

January

February

March

April

May

June

July

August

September

October

November

December

∞ *End* ∞