



**S2  
PROFESSIONAL  
LLC**

**RMLO & LOAN SERVICING**

Disbursement Instructions Sheet

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

Seller/Investor Name(s): \_\_\_\_\_

Buyer/Borrower Name(s): \_\_\_\_\_

Is the loan being serviced a wraparound mortgage (yes or no): \_\_\_\_\_

Do you want the servicer to make monthly payments on an underlying lien/mortgage (yes or no): \_\_\_\_\_

- If yes, an additional \$25 monthly charge will be applied to the investor
- If yes, please be sure to include a Notice of Underlying Lien Form

If the loan is not a wraparound mortgage, will the servicer be required to maintain a loan escrow account to pay property taxes and insurance directly (yes or no): \_\_\_\_\_

- If yes, an additional \$25 monthly charge will be applied to the investor

Is this a sub to transaction where the servicer will only be collecting payments from the investor for the sole purpose of only paying the underlying mortgage (yes or no): \_\_\_\_\_

Flow of Monthly Collection & Disbursements

Servicer To Collect Monthly Payment From (insert name): \_\_\_\_\_

Servicer To Make First Disbursement To (insert name): \_\_\_\_\_

Servicer To Make Second Disbursement To (insert name if applicable): \_\_\_\_\_

Please contact our office at 210-788-1034 for any questions, and we will be more than glad to assist.