



S2
PROFESSIONAL
LLC

RMLO & LOAN SERVICING

Disbursement Instructions Sheet – Sub To Transaction

Client Name(s): _____

Property Address: _____

This is a sub to transaction where the servicer will only be collecting payments from the client to pay the underlying mortgage and other lienholders.

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 client

Flow of Monthly Collection & Disbursements

Servicer To Collect Monthly Payment From (insert client name): _____

Servicer To Make First Disbursement To (insert name): _____

Servicer To Make Second Disbursement To (insert name if applicable – add \$15/month): _____

Servicer To Make Third Disbursement To (insert name if applicable – add \$15/month): _____

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