

Of

Particular Interest

April 2011

The Burden of Recording Documents

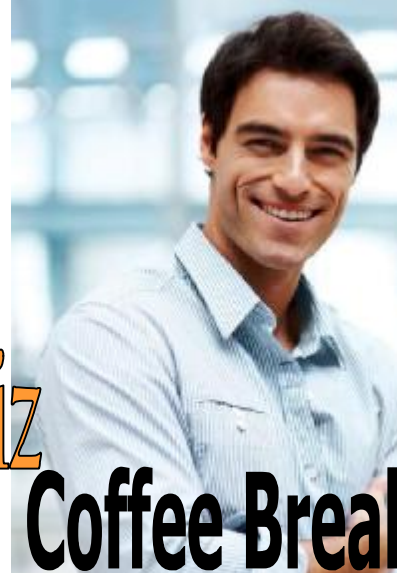
When it comes to collateral documents, the normal everyday routines and volumes seem to easily get grooved into manageable flow lines. It's those bubbles and short term projects that throw everything for a loop. When a pool of loans is bought or sold, there are documents that need to be recorded, tracked and imaged. Usually it's just assignments. Perhaps the documents are already created, but you are stuck with the task of getting them recorded.

It seems like an easy thing to do- calculate accurate recording fees, package the documents and send them to record. Then the challenge begins...those documents need to be tracked and when the recorded document is returned, it needs to be imaged and forwarded to the custodian or investor.

With normal volumes, these tasks usually flow with little problem - but what do you do when you are faced with an unexpected bubble?

In the last several years, the mortgage industry has been victim to drastic budget reductions – this has ultimately been offset by reductions in staff and available man hours to get the job done. Sometimes overtime hours are needed increasing costs even further.

The experts at Richmond Monroe can ease the burden of the bubble on your staff and reduce costs. Our team has been accurately creating, recording and tracking mortgage documents for decades. Our experience added with our superior customer service makes the burden of the bubble disappear!



Quiz

Coffee Break



Be the first person to answer this trivia question and you will win a \$20 gift card to Starbucks!

April Coffee Break Quiz

Just email your answer with the subject line: *April Coffee Break Quiz* to sales@richmondmonroe.com.

What does APRIL mean?



RICHMOND MONROE

Our Services



LIEN RELEASE SERVICES & ASSIGNMENT SERVICES

We prepare and record legally compliant lien releases and assignments meeting all 3600+ recording jurisdiction requirements.

Our lien release and assignment services include:

- 📋 Custodial file ordering
- 📋 Data entry
- 📋 Quality control
- 📋 Printing
- 📋 Signing and notarizing all documents
- 📋 Calculate and issue recording fees
- 📋 Packaging/ mailing of the documents
- 📋 Recording confirmation
- 📋 Imaging and indexing
- 📋 Packaging and mailing homeowner/borrower package

DOCUMENT CONTROL SERVICES

Post Closing Trailing Documents

Post closing documents can be sent directly to RM. We will image and index all documents in the file and/or capture any data. Images are available online 24/7 from our secure website. We can deliver the data and images in a variety of formats or upload them to your internal systems. Documents will be forwarded to the custodian and/or the investor.

Collateral File Review

We offer a complete review of your loan files to ensure they are clean and exception free.

Foreclosure Collateral Tracking

In this process, we act as a liaison between you and your foreclosure attorney. You provide us with a list of loans in the foreclosure process. Once received, we generate a request of the custodial file from the custodian, image and audit each file, obtain and complete the attorney's request for documents and inform you of any exceptions. Our range of Foreclosure Collateral Tracking includes: the capture of data, imaging of all valuable documents, forwarding of all needed documents to the Attorney, sending all documents with a bailee letter to ensure receipt, provide storage for the custodial file until the loan is either reinstated, paid-in-full or considered REO, and request the return of the documents from the Attorney.

Misc Document Preparation

In addition to Lien Release and Assignment creation, we prepare special purpose documents:

- 📋 Lost Note Affidavits
- 📋 Quit Claim Deeds
- 📋 Lost Assignment Affidavits
- 📋 Lost Mortgage Affidavits
- 📋 Allonges
- 📋 Lost Allonge Affidavits
- 📋 Partial Releases

Imaging, Indexing and Data Storage

Our team of experts can eliminate your challenges of organizing and storing documents. Utilizing our unique software we are able to image, index, and upload documents to your internal systems or provide access through our secure website 24/7.

RECORDING SERVICES

We provide many types of recording services; direct mail, walk in, electronic (where available). Our recording services include:

- 📋 Verification of county requirements
- 📋 Exception reporting
- 📋 Create any necessary cover sheets
- 📋 Calculate recording and/or real estate taxes
- 📋 Document Packaging
- 📋 Confirmation of recordation
- 📋 Imaging and Indexing



Are you on the hunt for a specific service to help achieve your goals?

Use any of our services as a stand alone service or bundle them together into one customized basket.

Contact: Kim Fullum
Phone: 417.447.2931 x1027
Email: kimf@richmondmonroe.com

Or visit us on the web at:
www.richmondmonroe.com

LENDER TRACING - TITLE CURATIVE SERVICES

Let our team of experienced staff quickly research and identify the lender, servicer or individual legally authorized to execute the missing release or assignment. We maintain contact with the entity until the document has been executed and/or recorded, or a problem arises that needs the attention of our Client.

- ¶ Prepare any documents needed
- ¶ Traveling notaries arranged (if needed)
- ¶ Lost Assignment Affidavits (where applicable)
- ¶ Recording confirmation
- ¶ Imaging
- ¶ Advanced reporting
- ¶ Partial release preparation
- ¶ Calculate and issue recording Fees
- ¶ Create any necessary cover sheets

DOCUMENT RETRIEVAL

Whether you need a legal description or a complete title search of a commercial loan that has eight different properties in eight different states and counties our document retrieval services can get the job done. Utilizing our online subscriptions and a nationwide network of abstractors, we can provide copies, certified copies and/or basic recording information of any document recorded in any jurisdiction. When an order is completed, it is uploaded to an access restricted client portal or sent based on client's preference. Our detail oriented research team strives for accuracy and quick turnaround times.

TITLE POLICY RETRIEVAL

There are two methods of obtaining original lenders title policies, duplicate original policies, certified copies of the duplicate original, plain copies and endorsements.

- ¶ Letter Process - Letters are mailed to the closing agent, title agent or attorney requesting the specified documents. Using this method we get back approximately 35% of the documents we requested.
- ¶ Phone Call Process— Provides verification of the lenders policy by obtaining the commitment or title policy number and requesting a specific estimated time for delivery. We monitor those time frames closely and follow up until delivery is completed or an exception occurs. RM has up held a 97% success rate using our unique title policy retrieval processes.

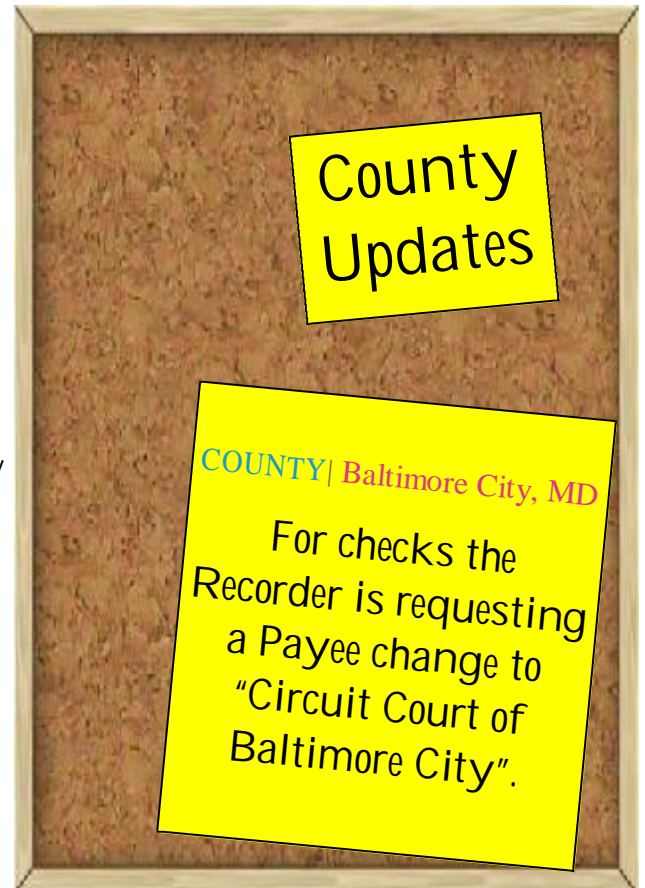
UCC SERVICES

Our UCC Services include the preparation and filing or research and tracking of UCC-1, UCC-3 and UCC-11's. We also handle assignments, continuations, modifications, and terminations.

RELEASEIT AND ASSIGNIT ONLINE

Prepare state and county compliant lien releases and assignments on the web for commercial and residential loans.

- ¶ No software to purchase
- ¶ Capture recording information
- ¶ User friendly web based system
- ¶ 24/7 secure access
- ¶ No volume requirements
- ¶ County fee updates
- ¶ Process and print to a PDF
- ¶ Allows for multiple users
- ¶ Nationwide processing
- ¶ Customized reporting
- ¶ Low per file fee





Spring Cleaning Time!

April 2011

Inside This Edition

Need Help Spring Cleaning?

THE BURDEN OF
RECORDING DOCUMENTS

COFFEE BREAK QUIZ

Check out what we can do
to make your project SPARKLE!

OUR SERVICES

COUNTY UPDATES



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