



PENSCO TRUST COMPANY

Please return by:

Fax: 415-956-3016

Regular Mail:

P.O. Box 26903
San Francisco, CA
94126-6903

Overnight Delivery Only:

450 Sansome Street, Fl. 14
San Francisco, CA
94111-3306

Secured Note Servicing Agreement

www.penscotrust.com
800-969-4472

- Use this form when funding a secured note within your PENSCO Trust Account.
- Please Note: You may substitute a signed copy of your Note Servicer's own agreement for this form.

1. Accountholder Information

Account #: _____

Accountholder's First Name _____

M.I. Last _____

2. Note Servicer Information

If the Note Servicer has their own note servicing agreement, a copy signed by both the Accountholder and the Note Servicer may be substituted in lieu of this form. In either case, a note servicing agreement must accompany each Secured Note Authorization.

PENSCO Trust Company is not responsible for any note servicing function, note collection, or payments due on any note. It is also not responsible for late payments, late fees, default on the note, filing a notice of default or any part of the foreclosure process other than signing documents upon the written instruction of the Accountholder or their Designated Representative. For this reason, we require that a note servicing agreement be provided for all notes funded by a PENSCO Trust Account. You may use this form as your note servicing agreement, or you may furnish a copy of an agreement provided by your note servicer.

- The Note Servicer can be an independent agent/broker or the note can be serviced by the Accountholder. If the Accountholder services the note, write 'Self' in the "Note Servicer" field below.
- The Note Servicer agrees to forward promptly to PENSCO Trust Company all payments received for this note and record all payments received from the borrower. In addition, the Note Servicer will allow all parties to review these records upon request. On all notes, and particularly on amortized notes, the Note Servicer will keep track of current balance owed.
- PENSCO Trust Company must be advised immediately upon any default by the borrower on this note or default on any note or encumbrance relating to the note's security instrument.
- In the event of a default, the Note Servicer agrees to take immediate action to correct the default.
- All funds received for this loan by the Note Servicer will not be commingled with any other funds.
- Note Servicer agrees to provide borrower with a mortgage/interest statement for tax purposes as required.
- Note Servicer agrees to prepare or arrange for the preparation of any demand for payoff or request for the re-conveyance of this loan, upon request of the borrower.

The original note and all related documents must be vested as follows:

- For IRAs: PENSCO Trust Company Custodian FBO 'Accountholder Name' IRA 'PENSCO Account #'
- For Solo(k)s: PENSCO Trust Company Custodian of 'Plan Name' FBO 'Accountholder Name', 'PENSCO Account #'

All borrower checks must be payable to "PENSCO Trust FBO 'Accountholder Name or Plan Name,' Account #" on the payee line.

Make sure to:

- Include note name in memo field/check voucher.
- Include payment breakdown (interest, principal, etc.) in memo field/check voucher.

Note Servicer Contact Name _____

Note Servicer Company Name (if any) _____

Address Type: Home Business Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Ext.: _____ Fax #: _____

Printed Name of Authorizing Party _____

AUTHORIZED BY:

- Accountholder
- Account's Designated Representative



Authorizing Party Signature (Required) _____

Date _____

Printed Name of Note Servicer Contact _____



Note Servicer Contact Signature (Required) _____

Date _____