



PO BOX 230579
Tigard, OR 97281-0579

www.GregoryFunding.com
Correspondence Address: PO Box 230579 Tigard, OR 97281-0579
Fax: 866-712-5696
Contact: 866-712-5698 Hours of Operation Monday – Friday 6:30am -6:00pm PT

Loan Number: _____ Last Name: _____

Property Address: _____

Type of Damage: _____

Date of Damage: _____

Claim Packet Checklist

Gregory Funding has been advised that damage has occurred to the above referenced property. As the servicer of the loan, Gregory Funding will monitor completion of the repairs. Please obtain bids from a licensed & bonded contractor(s). The following information explains Gregory Funding’s policy with regard to insurance claims. If the property is a total loss, contact us at 866-712-5698 for any additional requirements which may apply.

- If you have your own Insurance policy, upon your receipt of the insurance proceeds check:
 1. Obtain endorsements of all payees indicated on the check
 2. Mail the insurance proceeds check to:
Gregory Funding
Attn: Insurance Department
PO Box 230579, Tigard, OR 97281-0579
- Please notify us if you anticipate receiving additional insurance payments in connection with this loss.
- If you have Force Placed Insurance, upon receipt of the insurance proceeds check, Gregory Funding will deposit the funds into an Insurance Restricted Escrow Account.

Documentation required prior to disbursement of funds:

- Upon receipt of the following items, 1/3 of total funds will be disbursed to begin repairs:
 1. Signed contract with licensed and bonded contractor(s)
 2. Copy of contractor’s W-9
 3. Copy of insurance adjuster’s repair estimate
 4. Intent to Repair form
 5. Completed Request for Funds form
- Upon receipt of the following items, 1/3 of the original total funds will be disbursed at 50% completion of repairs.
 1. 50% Completion form
 2. Completed Request for Funds form
- Upon receipt of the following items, 100% of remaining funds will be disbursed
 1. Job Certification form
 2. 100% Completion form
 3. Full Unconditional Waiver
 4. Final photos
 5. Completed Request for Funds form

We are a debt collector and information you provide to us may be used to collect a debt. However, if you filed for bankruptcy, we respect any stay, modification or discharge condition and this notice is given for regulatory compliance and information purposes only. If we are subject to a stay in your bankruptcy or you are receiving this solely as successor in interest, this letter is not a demand for payment. If this debt is discharged under bankruptcy law or you are merely successor in interest, you are not personally liable for the debt. According to the mortgage and within the limits of bankruptcy law, we retain our rights to enforce the mortgage lien against the collateral property.

- Please share requirements with your contractor along with this letter so they may provide their portion of the documentation.

- **Repairs handled privately (Non-Arm's Length):**
 1. Gregory Funding will only reimburse for cost of materials
 2. Labor costs will not be reimbursed
 3. Upon receipt of the following items, 1/3 of total funds will be disbursed to begin repairs.
 - a. Intent to Repair form
 - b. Insurance Adjuster's Report
 - c. Completed Request for Funds form
 4. Upon receipt of the following items, 1/3 of the original total funds will be disbursed at 50% completion of repairs.
 - a. 50% Completion form
 - b. Completed Request for Funds form
 5. Upon receipt of the following items, an inspection will be ordered, paid for by using the insurance claim funds for a minimum cost of \$110. Balance of funds will be disbursed upon receipt of the following and once loan and property status has been reviewed
 - a. Satisfactory inspection report
 - b. 100% Completion form
 - c. Job Completion certificate
 - d. Completed Request for funds

- If you prefer funds be mailed to you using overnight delivery, please provide a pre-paid express label (CODs are not accepted), otherwise funds will be mailed to you using Certified US Mail.

- If you are represented by an Attorney or Public Adjuster, Gregory Funding will not make payments to them from the insurance proceeds, these payments must be paid by you.

Please mail or fax documentation to:

Gregory Funding
 Its successors and/or assigns ATIMA
 PO Box 230579
 Tigard, OR 97281-0579
 Fax: 866-712-5696

If you have any questions, please contact our Servicing Department at 866-712-5698 between the hours of 6:30am and 6:00pm Pacific time.

Sincerely,

Gregory Funding

GREGORY PO BOX 230579
FUNDING Tigard, OR 97281-0579

www.GregoryFunding.com
Correspondence Address: PO Box 230579 Tigard, OR 97281-0579
Fax: 866-712-5696
Contact: 866-712-5698
Hours of Operation Monday – Friday 6:30am - 6:00pm Pacific Time

Loan Number: _____ Last Name: _____

Property Address: _____

Type of Damage: _____

Date of Damage: _____

Intent to Repair

I (We) hereby certify that the:

(Insurance Company)

Loss draft/check number _____ for \$ _____ will be used to repair the

_____ damage that occurred on _____, 20____
(Type of damage) (Date) (Year)

and that the repairs will be made in a workmanlike manner and that no material or labor liens will occur as a result of the labor performed or materials used.

(Borrower) (Date)

(Borrower) (Date)

Please fax or mail this form to:

Gregory Funding
Its successors and/or assigns ATIMA
PO Box 230579
Tigard, OR 97281-0579
Fax: 866-712-5696

If you have any questions, please contact us at 866-712-5698.

Sincerely,

Gregory Funding

We are a debt collector and information you provide to us may be used to collect a debt. However, if you filed for bankruptcy, we respect any stay, modification or discharge condition and this notice is given for regulatory compliance and information purposes only. If we are subject to a stay in your bankruptcy or you are receiving this solely as successor in interest, this letter is not a demand for payment. If this debt is discharged under bankruptcy law or you are merely successor in interest, you are not personally liable for the debt. According to the mortgage and within the limits of bankruptcy law, we retain our rights to enforce the mortgage lien against the collateral property.



PO BOX 230579
Tigard, OR 97281-0579

www.GregoryFunding.com
Correspondence Address: PO Box 230579 Tigard, OR 97281-0579
Fax: 866-712-5696
Contact: 866-712-5698 Hours of Operation Monday – Friday 6:30am - 6:00pm Pacific Time

Loan Number: _____ Last Name: _____

Property Address: _____

Type of Damage: _____

Date of Damage: _____

Request for Funds

I, _____ of _____ request funds to
(Contractor) (Company)

start / continue / complete work for the property located at _____
(circle one) (Property Address)

for _____ . Please send \$ _____.
(Owner)

This will leave a balance on the contract of \$ _____. Once work is complete and contract is paid off
any liens against the property will be released.

Signed _____ Date _____

Print _____

Please fax or mail this request to:

Gregory Funding
Its successors and/or assigns ATIMA
PO Box 230579
Tigard, OR 97281-0579
Fax: 866-712-5696

If you have any questions, please contact us at 866-712-5698.

Sincerely,

Gregory Funding

We are a debt collector and information you provide to us may be used to collect a debt. However, if you filed for bankruptcy, we respect any stay, modification or discharge condition and this notice is given for regulatory compliance and information purposes only. If we are subject to a stay in your bankruptcy or you are receiving this solely as successor in interest, this letter is not a demand for payment. If this debt is discharged under bankruptcy law or you are merely successor in interest, you are not personally liable for the debt. According to the mortgage and within the limits of bankruptcy law, we retain our rights to enforce the mortgage lien against the collateral property.



PO BOX 230579
Tigard, OR 97281-0579

www.GregoryFunding.com
Correspondence Address: PO Box 230579 Tigard, OR 97281-0579
Fax: 866-712-5696
Contact: 866-712-5698 Hours of Operation Monday – Friday 6:30am - 6:00pm Pacific Time

Loan Number: _____ Last Name: _____

Property Address: _____

Type of Damage: _____

Date of Damage: _____

Repairs 50% Completed

I (We) hereby certify that 50% of the necessary repairs resulting from _____ damage, sustained
(Type of Loss)

on _____ to the property located at _____
(Date of Loss) (Property Address)

has been completed in a workmanlike manner and no materials, labor or like liens have been or will be incurred as a result of labor performed or materials used.

(Borrower) (Date)

(Borrower) (Date)

Please fax or mail this form to:
Gregory Funding
Its successors and/or assigns ATIMA
PO Box 230579
Tigard, OR 97281-0579
Fax: 866-712-5696

If you have any questions, please contact us at 866-712-5698.

Sincerely,

Gregory Funding



PO BOX 230579
Tigard, OR 97281-0579

www.GregoryFunding.com
Correspondence Address: PO Box 230579 Tigard, OR 97281-0579
Fax: 866-712-5696
Contact: 866-712-5698 Hours of Operation Monday – Friday 6:30am - 6:00pm Pacific Time

Loan Number: _____ Last Name: _____

Property Address: _____

Type of Damage: _____

Date of Damage: _____

Repairs 100% Completed

I (We) hereby certify that 100% of the necessary repairs resulting from _____
(Type of Loss)

damage sustained on _____ to the property located at _____
(Date of Loss) (Property Address)

has been completed in a workmanlike manner and no materials, labor or like liens have been or will be incurred as a result of labor performed or materials used. Subject property has been restored to the condition existing prior to the date of damage.

(Borrower)

(Date)

(Contractor)

(Date)

Please fax or mail this form to:

Gregory Funding
Its successors and/or assigns ATIMA
PO Box 230579
Tigard, OR 97281-0579
Fax: 866-712-5696

If you have any questions, please contact us at 866-712-5698.

Sincerely,

Gregory Funding

We are a debt collector and information you provide to us may be used to collect a debt. However, if you filed for bankruptcy, we respect any stay, modification or discharge condition and this notice is given for regulatory compliance and information purposes only. If we are subject to a stay in your bankruptcy or you are receiving this solely as successor in interest, this letter is not a demand for payment. If this debt is discharged under bankruptcy law or you are merely successor in interest, you are not personally liable for the debt. According to the mortgage and within the limits of bankruptcy law, we retain our rights to enforce the mortgage lien against the collateral property.



PO BOX 230579
Tigard, OR 97281-0579

www.GregoryFunding.com
Correspondence Address: PO Box 230579 Tigard, OR 97281-0579
Fax: 866-712-5696
Contact: 866-712-5698 Hours of Operation Monday – Friday 6:30am - 6:00pm Pacific Time

Loan Number: _____ Last Name: _____

Property Address: _____

Type of Damage: _____

Date of Damage: _____

Job Completion Certificate

The undersigned hereby certifies that all work, equipment, and materials covered by the contract between _____ and the undersigned dated the _____ of _____, 20____ has been satisfactorily completed and said work has been inspected by the undersigned.

Notice: Do not sign this certificate, until you are satisfied that the work as specified in the contract has been satisfactorily completed.

_____ Date _____
Customer's Signature

_____ Date _____
Contractor's Signature

Please fax or mail this form to:
Gregory Funding
Its successors and/or assigns ATIMA
PO Box 230579
Tigard, OR 97281-0579
Fax: 866-712-5696

If you have any questions, please contact us at 866-712-5698.

Sincerely,

Gregory Funding

We are a debt collector and information you provide to us may be used to collect a debt. However, if you filed for bankruptcy, we respect any stay, modification or discharge condition and this notice is given for regulatory compliance and information purposes only. If we are subject to a stay in your bankruptcy or you are receiving this solely as successor in interest, this letter is not a demand for payment. If this debt is discharged under bankruptcy law or you are merely successor in interest, you are not personally liable for the debt. According to the mortgage and within the limits of bankruptcy law, we retain our rights to enforce the mortgage lien against the collateral property.



PO BOX 230579
Tigard, OR 97281-0579

www.GregoryFunding.com
Correspondence Address: PO Box 230579 Tigard, OR 97281-0579
Fax: 866-712-5696
Contact: 866-712-5698 Hours of Operation Monday – Friday 6:30am - 6:00pm Pacific Time

Loan Number: _____ Last Name: _____

Property Address: _____

Type of Damage: _____

Date of Damage: _____

Full Unconditional Waiver

My/our contract to provide labor or materials for the improvement of the property located at _____, which is more particularly described on Exhibit "A", having been fully paid and satisfied, by signing this waiver, all my/our construction lien rights and my lien against such property are hereby waived and released.

Dated _____

Printed name of Lien Contractor

Signature of Lien Contractor

State of _____

County of _____)

On _____ before me, _____ (insert name and title of the officer) personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

We are a debt collector and information you provide to us may be used to collect a debt. However, if you filed for bankruptcy, we respect any stay, modification or discharge condition and this notice is given for regulatory compliance and information purposes only. If we are subject to a stay in your bankruptcy or you are receiving this solely as successor in interest, this letter is not a demand for payment. If this debt is discharged under bankruptcy law or you are merely successor in interest, you are not personally liable for the debt. According to the mortgage and within the limits of bankruptcy law, we retain our rights to enforce the mortgage lien against the collateral property.

Exhibit “A”

LEGAL DESCRIPTION

We are a debt collector and information you provide to us may be used to collect a debt. However, if you filed for bankruptcy, we respect any stay, modification or discharge condition and this notice is given for regulatory compliance and information purposes only. If we are subject to a stay in your bankruptcy or you are receiving this solely as successor in interest, this letter is not a demand for payment. If this debt is discharged under bankruptcy law or you are merely successor in interest, you are not personally liable for the debt. According to the mortgage and within the limits of bankruptcy law, we retain our rights to enforce the mortgage lien against the collateral property.