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SSA

SSA's Mortgage Check Procedure

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

MEMO MORTGAGE

0 1 2 3 4 5 6 7 8 9



At Roof Crafters the experience you have during your entire roofing process is our number one focus. We know that most roofing projects are going to need a mortgage check endorsement for the project to be paid from insurance funds. After many years of dealing with many mortgage companies we have developed a mortgage check guide in an effort to help our clients with the mortgage check endorsement process. Please use these as a guide to help you get your mortgage check fully endorsed.

There are typically two checks issued by the homeowner's insurance company. An initial/first "Actual Cash Value" (ACV) check at the beginning of the process followed by a "Recoverable Depreciation" (RD) check after the job is completed. You, the homeowner, are ultimately responsible for submitting these checks to your mortgage company and submitting payment to Roof Crafters, LLC. The mortgage check procedure can be a bit tricky but we hope this guide helps.

HOMEOWNER PROCESS:

- Call your mortgage companies loss draft/ claims department & file a claim.
- Things to ask for while on the phone with them:
 - what is my loan number/ claim number/ tracking number?
 - will I need an inspection after my project is complete?
 - will I need a 'Procedure Packet'?



- should I endorse my insurance check before overnighting it or do I need to wait till after I get it back?
- ask for the mortgage companies: overnight address, fax number, email and claims departments phone number
- how many installments will my check be released in if my claim amount is \$_____ and my first check is \$_____.

Fill in the blanks with your collected information:

Mortgage company-

Name: _____

Phone#: _____

Fax#: _____

Email address: _____

Overnight address: _____

Is inspection needed: Y | N

Inspector called: _____ (date)

Inspection is on: _____ (date)



Check(s) informations-

Check#1:

Check number: _____

Check amount: _____

Checks issue date: _____

Check#1 sent to mortgage company on: _____ (date)

Check#1 released from mortgage company on: _____ (date)

Check#1 received on: _____ (date)

.....

Check#2 / RD:

Check number: _____

Check amount: _____

Checks issue date: _____

Check#2 / RD sent to mortgage company on: _____ (date)

Check#2 / RD released from mortgage company on: _____ (date)

Check#2 / RD received on: _____ (date)



After sending your initial check off to your mortgage company, you need to make a reminder in your phone for 7 days later to call and ask the below questions:

- what is the status of my check?
- has my inspection been ordered?
- what amount will my check be released in?

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First released check:

Amount: \$ _____

Mailed date: _____

(Possible) Second released check:

Amount: \$ _____

Mailed date: _____

(Possible) Third released check:

Amount: \$ _____

Mailed date: _____

- will I need any other paperwork for the final releasment of funds? If so, what? _____



You have your first check back. Your inspection, if needed, should have been ordered and you are waiting on the crew to finish its job. Once your insurance company gives you your Recoverable Depreciation (RD) check, you need to overnight it to your mortgage company as well. You will need to call 3-4days after the expected delivery date to get updates.

- what is the status of my check?
- has my inspection been ordered? (Yes you may need to ask again to make sure it is all still good to go)
- what amount will my check be released in?

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First released check:

Amount: \$ _____

Mailed date: _____

(Possible) Second released check:

Amount: \$ _____

Mailed date: _____

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