

<b>Additional Information</b>
Correspondence Address: PO Box 25430 Portland, OR 97298-0430
Contact: 866-712-5698 Hours of Operation Monday – Friday 6:30am -6:00pm PT
Payment Address: Gregory Funding PO Box 742334 Los Angeles, CA 90074-2334
Fax: 866-712-5696

**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**  
**P.O. Box 25430, Portland, OR 97298**
- 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
- 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 25430  
 Portland, Oregon 97298  
 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**  
FUNDING  
PO BOX 25430  
Portland, OR 97298

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**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 \_\_\_\_\_, 201\_\_\_\_  
(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:

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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 \_\_\_\_\_

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Portland, Oregon 97298  
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, this letter is not a demand for payment. If this debt is discharged under bankruptcy law, you are not personally liable for discharged debt and this is not a notice of personal liability. According to the mortgage and within the limits of bankruptcy law, we retain our rights to enforce the mortgage lien against the collateral property.

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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)

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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)

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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 \_\_\_\_\_, 201\_\_\_\_ 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

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### 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)



## Exhibit "A"

### LEGAL DESCRIPTION

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