

# **INVESTOR LOAN SERVICES**

*Real Estate Loan Servicing*

## **Account Maintenance Request**

Request Received and Borrower Verified By (ILS Representative):	<b>OFFICE USE ONLY</b>
Account Maintenance Completed on the System By (ILS Representative):	<b>OFFICE USE ONLY</b>
Method Received (check one): <input type="checkbox"/> Request Received In Person <input type="checkbox"/> Account Maintenance Request Form Received By Mail	<b>OFFICE USE ONLY</b>
<input type="checkbox"/> Request Received By Phone <input type="checkbox"/> Signed Customer Request Received By Mail	

<b>Date:</b>	
<b>Customer Name:</b>	<b>Account Number:</b>

### **ADDRESS CHANGE**

CHANGE ADDRESS FROM (must match address shown on current records):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

CHANGE ADDRESS TO:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### **PHONE NUMBER CHANGE**

Borrower #1 Name: \_\_\_\_\_

**FROM:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**TO:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Borrower #2 Name: \_\_\_\_\_

**FROM:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**TO:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

### **OTHER INFORMATION**

Type of Information to be Updated:

FROM:

TO:

### **CUSTOMER SIGNATURES (for requests received In Person and Account Maintenance Forms sent By Mail)**

Borrower #1:

Borrower #2: