

# Successor in Interest Application

## Successor in Interest Application Instructions

### Applicants must submit:

1. A completed Successor in Interest Application Form (see attached)
2. A copy of your state-issued driver's license or another form of ID
3. The following documents, depending on your scenario (see below)

**Note:** Co-borrowers are exempt from #1 & #2 above. See FAQs #7 for more information.

If you are not a current co-borrower and have not yet submitted the following documentation, we are not able to disclose any loan-specific information in order to protect our borrower's information. However, we can answer general questions and accept payments if you are trying to keep the loan current.

Please ensure the image quality is legible or we may request that you resend a better image. Since requirements can vary depending on the state in which the property is located, we may ask for additional supporting documentation after review.

### Successor in Interest Scenarios:

#### Transfer resulting from the death of a co-owner of the property

- A certified copy of the death certificate
- A copy of the most recently executed deed showing a transfer of the borrower's interest in the property upon their death or showing that you and the decedent were joint tenants or tenants by the entirety

#### Transfer upon the death of a relative

- A certified copy of the death certificate
- If you are not named in the death certificate, documentation confirming you are a relative of the deceased borrower (i.e., copy of marriage license, birth certificate, etc.)
- Executed will or probate court documentation naming an individual as executor or heir
  - If probate court proceedings have not yet taken place, please provide a letter of confirmation
- A copy of the most recently executed deed showing a transfer of the borrower's interest in the property to you

#### Transfer from a spouse or parent

- Documentation confirming you are a spouse or child of the borrower (i.e., copy of marriage license, birth certificate, etc.)
- A copy of the most recently executed deed showing a transfer of the borrower's interest in the property to you

#### Transfer resulting from divorce or legal separation

- A copy of the divorce decree or legal separation agreement showing the property was awarded to you
- A copy of the most recently executed deed showing a transfer of the borrower's interest in the property to you

#### Transfer to a living trust

- Establishment of trust naming the party trustee

**If you have any questions about the documentation we are requesting,  
please reach out to us at 1.877.764.9319.**

877.764.9319 | 244 South Gateway Place, Jenks OK 74037 • [www.GatewayFirst.com](http://www.GatewayFirst.com)  
Monday – Friday: 8:00am – 6:00pm CT • Gateway Mortgage

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## Successor in Interest Application

Gateway Mortgage Loan Number \_\_\_\_\_

Property Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contact Information - Required

Name (First & Last) \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone Number \_\_\_\_\_

### Contact Information - Optional

Work Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_

Signature \_\_\_\_\_

By signing, I authorize Gateway Mortgage to contact me via email, phone, or text.

### Successor in Interest Information

Successor in Interest to: \_\_\_\_\_

(Name of Gateway Mortgage borrower)

Security Code \_\_\_\_\_

(4-digit code to help Gateway verify your identity when contacting Customer Care)

**What is your preferred contact method?** (Signature required for email or cell phone consent)

☐ Home Phone ☐ Work Phone ☐ Cell Phone ☐ Email ☐ Mailing Address

**Check One Answer for Each Question**

**Do you currently live in or intend to live in this property?** ☐ Yes ☐ No

If not, who will occupy the property? \_\_\_\_\_

**What is your intent with the property?**

☐ Keep the property ☐ Assume Keep the Property ☐ No Assumption ☐ Surrender the Property

**What does it mean to keep the property-Assume?**

- An Assumption (assume the loan/property) allows an individual to keep the existing mortgage and put the loan in their name. If interested in an Assumption, Gateway Mortgage will provide the Assumption Application if you are added as a Successor in Interest. This option is only available in some cases and may require credit qualification. Please note, there may be a fee up to \$1,800 varies by investor, plus closing costs.

**What does it mean to keep the property- No Assumption?**

- If approved as a Successor in Interest, you will be added as Successor the loan, but the loan will remain in the original borrower's name. However, normal monthly mortgage payments will still be due.

**What does it mean to surrender the property?**

- If an individual does not want to keep or sell the property. Gateway associates are available to discuss options for surrendering the property.

**If you have any additional questions or would like to speak with an associate about your options, please reach out to us at 1(877)764-9319.**