



PO Box 101584
Nashville TN 37224

**DO NOT SEND PAYMENTS OR
CORRESPONDENCE TO THIS ADDRESS**



000001



<mailing customer>

<mailing address>

<mailing city, state zip>

<letterdate>

Reference: <accountnumber>

Valued Customer,

This letter is in response to your recent inquiry with Gateway Mortgage. The following pages provide the requirements and application to establish an individual as a Successor in Interest (SII) to the property address listed above.

You may qualify as a Successor in Interest to a property if an ownership interest in the property has been transferred to you in one of the following ways:

- As a result of the death of a co-owner of the property
- As a result of the death of a relative
- By a spouse or parent
- As a result of a divorce or legal separation
- Through a living trust

What action do I need to take?

Please complete the attached Successor in Interest application and submit it to Gateway with the copies of the documentation outlined on the following page. Please send the requested documentation to us via:

- Email: customercare@gatewayloan.com
- Fax: 918.236.2066
- Mail: Customer Care - Re: Successor in Interest
244 South Gateway Place
Jenks, OK 74037

If you have any questions, our Customer Care Specialists are standing by to assist, please reach out to us by phone or email:

Toll-Free: 1(877)764-9319

Email: customercare@gatewayloan.com

Monday - Friday | 7:00AM - 7:00PM CT

Thank you for choosing Gateway.

Sincerely,

Your Gateway Mortgage Team

877.764.9319 | 244 South Gateway Place, Jenks OK 74037 • www.GatewayFirst.com

Monday – Friday: 7:00am – 7:00pm CT • Gateway Mortgage

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SIIRLTR

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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.

(See Reverse Side)

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Frequently Asked Questions

1. What should I expect after submitting the application and documentation?

Gateway Mortgage will review the submitted documentation. If additional information is required, we will notify you. Please allow Gateway Mortgage up to 30 days to process your request.

2. How will I know this is complete?

Once we confirm all documents are received and you are added as a Successor in Interest, a confirmation letter will be sent.

3. What if I was already authorized on the loan?

If you are currently an authorized third party and the borrower(s) is deceased, the authorization will remain in place for 60 days. After 60 days, if we have not received the required documentation for Successor in Interest, you will be removed as an authorized third party.

4. Does owning a property and being liable for mortgage payments mean the same thing?

No. Being an owner of a property does not mean you assume liability for the payments. However, the property is still subject to the terms of the mortgage. If no payments are made on the loan and it becomes delinquent it could affect your ownership.

5. What if I want to assume liability for the mortgage so payments will report to my credit?

Once you are confirmed as a successor in interest, an associate will contact you with options. Please note that not all loan types are assumable.

6. How do I get a copy of the executed deed for the property?

Request a copy from the county recorder's office in which the property is located.

7. I am already a co-borrower on the mortgage, and I am requesting to remove the deceased borrower(s) name, how do I do this?

See the required documentation on the proceeding page for "*Transfer resulting from the death of a co-owner of the property*". You do **NOT** need to submit the application or ID since you are already a co-borrower on the mortgage.

8. I am divorced and need to have an escrow refund check from Gateway Mortgage reissued in my name only.

Gateway is not able to remove a name from a check for this reason – please refer to your divorce attorney for assistance with this matter.

9. I am selling the property, why do I need to submit this documentation?

We can provide a payoff statement once you are confirmed as a Successor in Interest. However, since this document contains loan-specific information, you must first become authorized on the loan. Executors & trustees can become authorized once applicable documentation has been submitted to Gateway.

10. How can I tell if the loan is current?

Once confirmed as a Successor in Interest, Gateway Mortgage can provide you with updated information on the loan status.



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

Handwritten signature only

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

(See Reverse Side)

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Circle 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 plus closing costs for an Assumption.

****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.**