



Information to Start a Foreclosure | Request to Prepare a Notice of Default

IMPORTANT: If completing digitally, please complete form then Save To File and/or Print form before closing, or your information will be lost. You may also Print the blank form and complete manually.

DATE: ____/____/____

I/We hereby instruct Pacific Oak Foreclosure Services, Inc. (POFS), as Substituted Trustee/Agent for Beneficiary to initiate foreclosure proceedings on the Deed of Trust and Promissory Note executed by:

Name of Borrower/Trustor: _____

Street Address of Property: _____

City: _____ State: _____ Zip: _____ County: _____

Property Parcel Number(s) [APN(s)]: _____

The following documents are provided, as they apply:

- *Promissory Note for the sum of \$ _____ dated ____/____/____
- *Note Modification / Extension Agreements, dated ____/____/____
- *Deed of Trust, dated ____/____/____
- *Assignment(s) of Deed of Trust, dated ____/____/____
- Balloon Payment Notice, dated ____/____/____
- Other required Notice(s): Type: _____ Date notice given: ____/____/____
- Loan Payment History / Accounting Ledger updated to amount owed to date
- Evidence of Advances made by Beneficiary (paid receipts)
- Power of Attorney
- Other (describe): _____

*** If the ORIGINAL documents are not submitted herewith, the Beneficiary agrees to tender them to POFS upon demand prior to the Trustee's sale.**

Loan is secured as a First Deed of Trust Second Deed of Trust Other: _____

Loan Number: _____ Note is mature: Yes No

Original term of Note: From _____ To _____ Modified to _____

Note is: Interest Only Amortized

Loan culminates with a Balloon payment: Yes (Due date: ____/____/____) No

Balloon notice required: Yes No

Borrower has been given a 90-150 day notice if required by CA Civil Code Section 2966 for this note: Yes No

Original Loan Amount: \$ _____

Current unpaid Principal Balance of Loan: \$ _____ as of (mm/dd/yy) ____/____/____

Installment Amount: \$ _____ Monthly Quarterly Semi-Annually Annually

Principal & Interest payment Interest only payment

Date of Default (First missed payment): ____/____/____

Partial payments have been accepted on any installment due since default occurred: Yes No

Date Interest has been paid to (mm/dd/yy): ____/____/____

Interest due at date of this signed form: \$ _____

Interest rate is _____ % fixed per annum OR _____ variable

Daily Interest: \$ _____

Note provides for assessment of late charges: Yes (changed after ____ days) No

Late Charge: \$ _____ OR % _____

Total accumulated late charges: \$ _____ as of (mm/dd/yy): ____/____/____

(Be advised: Late fees cannot be charged after Maturity Date of Note)

Amount required to bring loan current (reinstate) as of date of this signed form: _____

The undersigned declares that a breach of, and default in, the obligation has occurred in that payment has not been made of:

PAYMENTS:

Installment of Principal *and* Interest

Installment of Interest Only which became due on (mm/dd/yy) ____/____/____ and all subsequent installments

LATE CHARGES due

MATURED NOTE: The entire unpaid balance of the principal sum, plus accrued and subsequent interest which became due and payable by maturity of the Note on (mm/dd/yy) ____/____/____

SENIOR LIEN: Delinquent payment on a prior Deed of Trust/Encumbrance

TAXES: Delinquent Property Taxes

FIRE INSURANCE: Failure to provide evidence of satisfactory fire insurance coverage

Other: (describe) _____

Other: (describe) _____

ADVANCES: The following advances have been made. I/We will notify Pacific Oak Foreclosure Services, Inc. of any additional advances as they are made.

DATE ____/____/____ AMOUNT \$ _____ PAID TO _____ FOR WHAT _____

DATE ____/____/____ AMOUNT \$ _____ PAID TO _____ FOR WHAT _____

A loan servicing agency has been collecting payments on behalf of the Beneficiary/Lender: Yes No

(If Yes, advise that agency to refuse payments during the foreclosure process)

Property has been in foreclosure before: Yes (Recording date(s) ____/____/____, ____/____/____) No

There are open bankruptcy proceedings, restraining orders, or legal actions involving this property owner or affecting this property:

Yes No Do not know

Lender will notify Pacific Oak Foreclosure Services, Inc. about any new legal activity they become aware of.

Subject Property is: Improved Vacant Unimproved

Property Type:

- Commercial Condo Duplex In Construction Industrial
- Mobile Home Multi-Unit 1-4 unit Residential Vacant Land

- Property is currently Owner Occupied as their Primary Residence Yes No Do Not Know
- Property is occupied as a second (or vacation) home Yes No Do Not Know
- Property is currently occupied by a Tenant as their residence * Yes No Do Not Know
- Some structure(s) on the property is/are used as a residence Yes No Do Not Know
- There is a mobile home or manufactured home on the property Yes No Do Not Know
- Property is occupied for a business Yes No Do Not Know
- To my knowledge, the current property owner is serving in the military service Yes No Do Not Know
- Loan was principally negotiated in Spanish or another foreign language Yes No Do Not Know

* **Tenant Address:** If Tenants are currently occupying the property:

Name: _____
Address: _____
City: _____
State: _____ Zip: _____

Name: _____
Address: _____
City: _____
State: _____ Zip: _____

Mailing address(es) of current property Owner / Borrower / Trustor if different than property address:

Name: _____
Address: _____
City: _____
State: _____ Zip: _____

Name: _____
Address: _____
City: _____
State: _____ Zip: _____

Lender will notify Pacific Oak Foreclosure Services, Inc. of any change in Owner / Borrower / Trustor address.

Current Beneficiary / Lender:

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone (main): _____
Phone (fax/other): _____
Email: _____

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone (main): _____
Phone (fax/other): _____
Email: _____

Foreclosure Document Signer(s) if different from Beneficiary name(s) given above:

(Such as: Authorized Representative of a loan servicing agency):

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone (main): _____
Phone (fax/other): _____
Email: _____

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone (main): _____
Phone (fax/other): _____
Email: _____

Other parties to receive correspondence/mailings pertaining to this foreclosure:

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone (main): _____
Phone (fax/other): _____
Email: _____

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone (main): _____
Phone (fax/other): _____
Email: _____

Authorized preparer of this form:

Name: _____

Title: _____

Signature: _____

By providing my initials below, I agree that the above information is correct and complete to my knowledge, that all required notification provisions as may be applicable to this loan have been complied with, and that Pacific Oak Foreclosure Services, Inc. may initiate foreclosure proceedings on my behalf.

IMPORTANT: If completing digitally, please complete form, then Save To File and/or Print form before closing, or your information will be lost. You may also Print the blank form and complete manually.

Please return completed form to Pacific Oak Foreclosure Services, Inc. by email, fax or mail.

If mailing with original documents, please send by certified first class mail or overnight service.