



**POLICIES & PROCEDURES MANUAL REVIEW**  
**Schedule of Conference Call Discussions 2006**  
**3:00 p.m. – 4:30 p.m., Eastern**

May 25 (Thursday)

**Real Estate Taxes**

- Loan Documentation
- Escrowed & Non-escrowed Loans
- Tax Collection
- Monitoring
- Escrow Analysis
- Payment
- Penalties
- Annual Tax Certificates

June 26 (Monday)

**Letters of Credit**

- Loan Documentation
- Monitoring / Ensuring Compliance
- Extension
- Release

July 20 (Thursday)

**Defeasance**

- Loan Documentation
- Initial Borrower Request
- Lockout Period
- Defeasance Calculation
- New Defeasance Documentation
- Securities Intermediary – Purchase Securities
- Opinion Letters
- Document Release – Roll of the Trustee, Roll of Servicer

August 17 (Thursday)

**Loan Payoffs**

- Loan Documentation
- Initial Borrower Request
- Lockout Period
- Payoff Calculation
- Payoff Statement
- Process: receipt of payment, release of funds, release of collateral
- Document Release – Roll of the Trustee, Roll of Servicer

Wednesday, September 13

**New Loan Set Up Procedures**

Loan Documentation  
Process  
Customer Service  
Technology

Monday, October 16

**Remitting & Reporting**

Loan Documentation  
Payment Methods  
Remittance Reports

**Advancing**

Loan Documentation  
Principal and Interest  
Property Protection Advances  
Non-Recoverability

Wednesday, November 8

**Payment Collection**

Loan Documentation  
Delinquency Monitoring  
Collection Calls  
Notices & Letters  
Late Charges & Waivers  
Partial Payments  
Payment Application / ACH  
Delinquency Reporting

Thursday, December 7

**Primary Loan Documents**

Promissory Note  
Loan Agreement  
Mortgage/Deed of Trust & Covenants  
Side Letters/Agreements  
Assignment of Rents & Leases (discussed in Covenants)  
Proof of Insurance (ACORD 28) or Insurance Binder  
Guaranty (discussed in Recourse/Non Recourse and Covenants)  
Other Collateral & Loan Documents  
Reserve Agreements  
Lockbox Agreement  
Cash Management Agreements  
Letters of Credit  
UCC's