



INSURANCE CLAIM PACKAGE

Michigan First Mortgage Servicing understands you are going through a difficult time. We are here to help you process and receive your insurance claim funds as quickly as possible. We value you as a member and look forward to seeing your home restored as soon as possible. The below guide outlines the **required documents** and **steps** for disbursing your insurance claim funds.

Step 1. Report your claim to your insurance carrier and Michigan First

- ✓ File a claim with your homeowners insurance carrier. An insurance adjuster will assess the damage and determine the settlement amount.
- ✓ Forward your claim to mortgageservicing@michiganfirst.com as soon as possible.

Step 2. Receive your insurance claim check(s) and submit the below documents to Michigan First

Documents from your insurance carrier:

- ✓ **Insurance claim check** – Make sure to endorse the check before sending it
- ✓ **Insurance Adjuster's Worksheet** – This is the breakdown of the funds disbursed by your insurance carrier and explains the necessary repairs to your property

Completed by you:

- ✓ **Affidavit and Certification of Intent to Repair** – Included in this package

Completed by your contractor(s) - please note that we must receive the following items for each contractor or repair-person used:

- ✓ **Contractor's Lien Waiver Affidavit** – Included in this package
- ✓ **Affidavit of Repair Agreement / Contract** – Included in this package
- ✓ **Contractor's Estimate/Invoice** – Provided by your contractor(s)
- ✓ **Contractor's License** – Your contractor(s) should be state licensed and registered and should provide a copy of their contractor license.
 - Contractor's License is not required if the loan is current, the total claim is less than \$5,000, and if the damage has not affected the safety, soundness, or structural integrity of the property.
 - In the event the state or jurisdiction does not require licensing of contractors, any contractor repairing the property must be bonded and insured for an amount equal to or greater than the insurance loss proceeds.
- ✓ **Contractor's W9** – Provided by your contractor(s)

Step 3. Receive your insurance claim disbursement(s) from Michigan First

Step 4. Request an Inspection

- ✓ When the repairs are completed, or at each scheduled phase of completion, Michigan First may require an inspection. E-mail mortgageservicing@michiganfirst.com to set one up.

INSURANCE FUNDS DISBURSEMENT SCHEDULE

Your insurance claim is categorized as "Non-Monitored" or "Monitored" based on the total insurance claim amount and the status of your loan at the time we were notified of your claim.

Non-Monitored Disbursement Schedule

Funds may be released in a single disbursement if:

- ✓ Your mortgage loan is current, and
- ✓ Your claim is less than \$20,000

Monitored Disbursement Schedule

Funds are released based on periodic inspections of the property to verify the progress of repair work if:

- ✓ Your mortgage loan is delinquent, or
- ✓ Your claim exceeds \$20,000
 - Your initial disbursement will be the greater of \$20,000; 25% of the insurance claim amount, or the amount that exceeds the sum of the unpaid principal balance, accrued interest, and advances on the mortgage loan.

Please Note

Disbursement checks are mailed via USPS first class mail. To ensure timely disbursements and/or sufficient time to schedule an inspection please contact our Insurance Claims Specialists at least 7 days prior to when you would like the inspection performed.

Insurance claim disbursement guidelines may vary according to the Investor of your loan. The information provided in this package applies to most loans and will be followed unless otherwise directed by the Investor of your loan or an exception is otherwise considered.

Required documentation should be sent to:

Email: mortgageservicing@michiganfirst.com
Fax Toll Free: (248) 395-4187
Mailing Address: Michigan First Mortgage Servicing
27000 Evergreen Road
Lathrup Village, MI 48076

Michigan First appreciates your business and values you as a member. If we can be of further assistance, please call us at 800-664-3828 Ext 4718 during our normal business hours Monday thru Friday from 8:30 am until 5:00 pm EST.

Sincerely,
Michigan First Mortgage Servicing

TIPS TO HELP PREVENT CONTRACTOR FRAUD

While most contractors are qualified, experienced and certifiable, contractor fraud unfortunately does occur. For help with contractor fraud, contact your state's consumer helpline or attorney general's office.

Useful tips to help protect yourself:

- ✓ Be wary of contractors who offer door-to-door unsolicited repair offers
- ✓ Check each contractor's credentials and references
- ✓ Obtain a detailed written contract before allowing any work to be commenced. Make sure that the contract includes specifics such as: (1) total cost, (2) specific work to be completed, and (3) timeframe or schedules for repair
- ✓ Obtain three written estimates from licensed and insured contractors
- ✓ Never make a final payment to a contractor until their portion of the repairs are finished and you have confirmed completion of a final inspection (if required) from RoundPoint.

Don't feel pressured by a contractor or allow them to interpret your homeowners insurance policy. If you have any questions or concerns, always feel free to contact your insurance company directly

AFFIDAVIT AND CERTIFICATION OF INTENT TO REPAIR

This form is required – By completing this form you certify your intent to restore your home to its original or better condition or value as quickly as possible and your acknowledgment to comply with any required property inspections, including but not limited to, a final inspection.

Name(s) of Mortgagor(s): _____

Loan Number: _____

Property Address: _____
Street, City, State and ZIP code

Approximate amount of claim: _____ Cause of Damage/Loss: _____

I/we, the undersigned mortgagor(s) hereby certify that the damages sustained to our property, will be / have been completed per the insurance adjuster’s scope to its original or better condition, and will / does comply with all applicable state and local codes and regulations governing residential repair or reconstruction, including, but not limited to building codes, zoning codes, work permits and inspections.

I/we the undersigned mortgagor(s) hereby certify that all bills for materials and labor will be / have been paid from the insurance loss proceeds. There will be / are no Mechanics Liens or Material providers liens filed as a result of lack of payment for the repair/reconstruction work.

I/we the undersigned mortgagor(s) acknowledge that upon execution of this Affidavit and Certification of Intent to Repair, insurance claim proceeds will be released per applicable Michigan First Mortgage Servicing guidelines, in compliance with the Investor of my loan, and I/we agree to apply released funds promptly to repair or reconstruct the property. At each draw request an insurance loss inspection may be scheduled to confirm percentage of completion and will be released only upon satisfactory results.

I/we the undersigned mortgagor(s) certify and acknowledge that a final inspection may be required to confirm repairs to the property have been satisfactorily completed if my insurance claim is greater than \$20,000, or my mortgage account is more than thirty (30) days delinquent at the time of receipt of my insurance claim, and will contact the Mortgage Servicing Team at 800-664-3828 Ext 4718 to request that a final inspection be ordered.

Mortgagor(s) to Complete:

Mortgagor (s) Signature(s): _____

Date: _____

Date: _____

CONTRACTOR'S LIEN WAIVER AFFIDAVIT

This form is required - It will be completed by your contractor(s) and certifies that the contractor will waive any claims of lien once full payment for labor and materials is received. To avoid delays always make sure the form is completely filled out before you submit it.

- If multiple contractors are used, it is required that a separate Contractor's Lien Waiver Affidavit be completed for each contractor.

Name(s) of Mortgagor(s): _____

Loan Number: _____

Property Address: _____
Street, city, state and ZIP code

I, the undersigned Contractor/Company Officer, hereby certify that all labor and materials used in the performance of the repair of the above listed property will be / have been paid for in full and no Mechanic or Materialman's Lien will be attached to the property as a result of the repairs.

The notary section only needs to be filled out for properties in the state of **Texas, Wyoming, and Mississippi**

Contractor/Company Officer Signature: _____ Date: _____

Title: _____

Contractor/Company Name (Please Print): _____

Contractor/Company Phone Number: _____

Sworn to before me and subscribed in my presence on this ____ day of _____, 20____.

State of: _____ County/Parish of: _____ Notary Signature: _____

My Commission Expires: _____ Notary Seal

AFFIDAVIT OF REPAIR AGREEMENT / CONTRACT

This form is required – It will be completed by you and your contractor(s) and certifies the existence of a contract for repair and summarizes the terms and conditions of the agreement/contract. (Two Pages)

- If multiple contractors are used, it is required that a separate Affidavit of Repair Agreement / Contract be completed for each contractor.

We, the undersigned mortgagor(s) and contractor, hereby declare the existence of a contract for repairs whereby:

I, the undersigned contractor, hereby declare that I am duly licensed under applicable laws and regulations, all liens will be waived upon payment as noted, I am qualified to perform the type of work contracted, financially able to complete the repair or reconstruction within scheduled time frames, will comply with applicable codes and regulations governing residential repair/reconstruction (including, but not limited to, building code and zoning, permit and inspection regulations), and I will be repairing damage at the property listed above as reported in the Insurance Adjuster’s Worksheet unless specifically noted.

I, the undersigned contractor, hereby declare that the total Estimated Cost of Repair agreed to is \$_____
and the agreed to maximum amount that I may charge is \$_____. From the date in which work commences, Contractor estimates repair/reconstruction to be completed within _____
(Days/Weeks/Months/etc. Please specify).

I, the undersigned contractor, hereby declare that I am / or am not using the adjustor’s worksheet/scope as an estimate
(Please circle the correct response)

Contractor will furnish all labor and materials for performance of the repair/reconstruction in a workman like manner in accordance with the agreed to plans and specifications described below. (Attach Copies of any contracts/plans for reconstruction evidencing the estimated schedule for completion of the repair/reconstruction, including each phase of construction, if applicable).

I/we, the undersigned mortgagor(s), hereby declare that the above information is accurate and valid.

(Signatures on next page)

AFFIDAVIT OF REPAIR AGREEMENT / CONTRACT

Contractor/Company Officer to Complete:

Contractor/Company Officer Signature: _____ Date: _____

Title: _____ Date: _____

Contractor/Company Name (Please Print): _____

Contractor/Company Phone Number: _____

The notary section only needs to be filled out by the contractor/notary in the states of **Texas, Wyoming, and Mississippi.**

Sworn to before me and subscribed in my presence on this ____ day of _____, 20____

State of: _____ County/Parish of: _____ Notary Signature: _____

My Commission Expires: _____ Notary Seal

Mortgagor(s) to Complete:

Mortgagor (s) Signature(s): _____ Date: _____

_____ Date: _____