



Loan Recast Request Terms and Conditions

The following are general requirements for Loan Recast Requests. Please review these requirements prior to submitting your request.

- Your loan must be a Conventional Fixed-Rate Mortgage (FRM) or an Adjustable Rate Mortgage (ARM). (FHA, VA and USDA loans are ineligible for a recast).
- Your monthly mortgage payment must be current with no amounts outstanding.
- Your request must be at least 90 days after the mortgage closing date.
- For ARM loans, your request must be at least 90 days prior to any scheduled Adjustable Rate payment change.
- There must not have been a recast previously completed on your loan.
- You must make a lump sum principal payment in the amount of \$10,000.00 or 10% of the Unpaid Principal Balance (UPB), whichever is greater.
- You must submit a recast fee in the amount of \$500.00 for a FRM loan or \$650.00 for an ARM loan (includes the \$500.00 recast fee plus a \$150.00 attorney document preparation fee) payable to Colonial Savings.

To begin the recast process please submit a principal payment in the form of certified funds, which may be in the form of a cashier's check, a certified check, or a money order. The recast fee of \$500.00 may be submitted in the form of a personal check or a money order. Please include your loan number on the check and indicate your desire to apply funds to your principal and to recast your loan over its remaining term. Please return a copy of the Loan Recast letter along with your payments to the following address:

Colonial Savings F.A.
Attn: Mortgage Services Recast Specialist
PO Box 1301
Fort Worth, TX 76101-1301

If your loan has Private Mortgage Insurance (PMI) your loan may qualify for PMI termination. You may initiate the cancellation of the PMI coverage by submitting a written request along with your recast application.

Please note that all funds must be received within 60 days of the recast request and the recast must be completed within 60 days of receipt of your lump-sum principal payment. Recast funds must be posted to your account by the 15th of the current month in order to complete the recast and adjust your payment for the following month.

Once the recast is completed a Loan Modification Agreement will be mailed to you via Federal Express. All borrowers are required to sign the Loan Modification Agreement in the presence of a Notary Public. A return Federal Express envelope will be provided to return the signed documents to Mortgage Services.