



ESCROW WAIVER / REMOVAL REQUEST FORM

**What is this form used for?**

It's used to submit a request to remove the escrow account from your mortgage loan.



This is not the correct form to request removal of Private Mortgage Insurance (PMI) or Mortgage Insurance Premiums (MIP).

**What requirements must be met for me to remove escrow?**

- ✓ The terms of the loan and applicable law must allow for escrow waiver.
- ✓ You must not have received a prior mortgage loan modification.
- ✓ You must not have been previously approved for an escrow waiver and failed to make all payments timely, as required.
- ✓ You must not have experienced any delinquency in the 12 months immediately preceding the request.
- ✓ You must not have experienced a 60 plus day delinquency in the 24 months immediately preceding the request.
- ✓ You must have met a 24 month aging requirement from either:
  - The date of origination, or
  - Following the completion of a repayment plan, if applicable
- ✓ Your principal balance of the mortgage loan must be greater than or equal to 80% of the original appraised value.
- ✓ Your loan cannot have private mortgage insurance (PMI).
- ✓ Your loan cannot be insured by the Federal Housing Administration (FHA).
- ✓ You cannot have a previous lapse in hazard insurance coverage.
- ✓ Your escrow account cannot have been instituted as a result of delinquent property taxes.
- ✓ You cannot have a negative balance in the escrow account.

**What is needed from me?**

If you believe you meet the above requirements for removing the escrow account, complete, sign and date below.

First and Last Name: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Property Address: \_\_\_\_\_  
(City, State, Zip Code)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Where do I send the form and what should I do if I have questions?**

If you have questions or concerns, please call us at 800-224-6174 to speak with one of our friendly customer service representatives. Submit the fully completed legible form to us by:

**Email:** ServicingHelp@ServicingHome.com

**Fax Toll Free:** 877-776-1112

**Mail:** P.O. Box 19210  
Charlotte, NC 28219-0229