



Click n' Close, Inc.

ORIGINAL COLLATERAL COVER LETTER

For Funding with Click n' Close, Inc. – Correspondent Division Only

Submit original collateral to Click n' Close using this label format:

Attention: Document Management

Click n' Close, Inc.

15301 Spectrum Drive, Suite 405

Addison, Texas 75001-6877

Click n' Close Loan Number	
Originator / Seller Loan Number	
Borrower Last Name	

Collateral Checklist:

- Original 1st Lien Note**
 - Lost Note Affidavits are not acceptable
- 1st Lien Note endorsement or original Allonge to Click n' Close, Inc.**
 - If using an Allonge, all information must match the Note exactly
 - VOID any unnecessary endorsements on Note

DPA Program: For loans originated with the Rosebud down payment assistance program

- Original 2nd Lien Note closed in the name of the originating lender**
- 2nd Lien Note endorsement or original Allonge to Rosebud Economic Development Corporation**

MERS Loans: First liens are registered and transferred in MERS to Click n' Close (MERS Org ID – 1001320). DPA second lien security instruments can be registered and transferred in MERS to Rosebud Economic Development Corporation (MERS Org ID – 1016709). The second lien will require its own unique MERS MIN number.

For Non-MERS Loans: Click n' Close has partnered with a vendor that will monitor the recording of the 2nd lien security instrument. Once it has been recorded, the vendor will work with the originating lender to execute and record the 2nd lien assignment.

Primary contact for questions or issues: DocManagement@clicknclose.com

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Original Collateral Cover Letter

Revised 08/29/23