

Mortgage Savings Program™

Amortization Report Instructions

Thank you for requesting an amortization report for your mortgage!

Please note: Clients must be actively enrolled in the Mortgage Savings Program™ to qualify to receive an amortization report on their mortgage. The following information must be completed prior to mailing the request form for processing or it will be returned to you for corrections.

Section 1: Client Information

- Client's Full Name
- Enrollment Number
- Mailing Address
- Home and Work Telephone Numbers
- Fax Number (optional)
- E-mail Address (optional)



Fax numbers and E-mail addresses are used for the sole purpose of contacting the client if a question during processing arises. All reports will be mailed to the client through the United States Postal Service.

Section 2: Current Mortgage Information

- **Exact Original Loan Amount**
- **Interest Rate:** If this is a variable rate loan, please place the original interest rate at the beginning of the loan.
- **Rate Type:** If other than a fixed or variable rate, please check other and place the type of loan.
- **Loan Term** Place the number of months this loan is for.
- **Date First Payment was Due:** Date the first payment was owed to the lender. (NOT the first payment that The Mortgage Savings Program™ made).
- **MSP™ Start Date:** This will be filled in upon receipt of the completed form by an AAA staff member.
- **Monthly Payment Breakdown:**
 - Principal & Interest:** If this is a variable rate loan, please place the original principal and interest payment amount, NOT the current amount.
 - Insurance & Taxes:** The initial escrow amount from the beginning of the loan needs to be placed here. NOT the current amount which will be placed in the Escrow Change section.
 - Total Payment:** Add principal, interest and escrow; place the sum here.
 - Current Additional Monthly Principal Payments:** Place the amount of extra monthly principal you are currently applying to your payment (if any).
 - Future Addition Monthly Principal Payments:** Place the amount of extra principal you wish to apply to your monthly payment (if any in the future).
 - Effective Date of Future Principal Payment:** Place the payment date you would like to see the future principal payments begin. This does not constitute a change. If you would like to make this a permanent change you would need to submit a change form via Email, Fax or Mail or call Customer Service for further instructions at (800) 881-2530. Submitting a date on the amortization form is used for this report only.
- **Specify which MSP™ program enrolled in:** Check the program you are currently enrolled on. Bi-weekly clients are debited every other Friday. Semi-monthly clients are debited on specific days of the month.
- **Escrow Changes:** Place the exact date and the new total monthly escrow payment amount for each change that has occurred in the current mortgage. Please **DO NOT** leave any changes out. It is suggested that you call your lender should you be missing that information. They will be able to provide all of the loan changes to you. Missing information will delay processing until further information is provided.
- **Interest Rate Changes:** The exact date and the new total monthly principal & interest payment amount for each change that has occurred in the current mortgage. Please **DO NOT** leave any changes out. It is suggested that you call your lender should you be missing information. They will be able to provide all the changes to you. Missing information will delay processing until further information is provided.

Please remit to: AAA Financial Corp., 9600 West Sample Road, #301, Coral Springs, FL 33065; Fax: (954) 344-0257.