



We understand this may be a difficult time for you, but we will work with you to ensure your property is repaired to its original condition, as quickly as possible. As your mortgage servicer, we have specific responsibilities to perform throughout the process. You, as the borrower, will need to initiate the claim and supply the requested information, outlined below.

Initiate a claim with your insurance company

- Insurance company may assign an adjuster to inspect the damages.
- The adjuster will submit their findings to the insurance company.
- Insurance company will determine the settlement amount and issue a check.

Submit check(s) and documents to Guild

NOTE: Submit all check(s) issued to you and to Guild. All payees must endorse the check, prior to sending to us. If the check is more than 180 days old and no expiration date is listed, please request a new check before submitting to us.

Required Documents

Monitored claims: Property will be repaired, but the loan will not be paid in full, or the loan was 31+ days delinquent at the time of loss.

- **Fully endorsed check(s)**
- Declaration of Intent to Repair
- Full copy of the Insurance Adjuster’s
- All contractor bids, proposals, and/or estimates

Non-monitored claims: The loan will be paid in full or, the loan is current, and the total proceeds are less than \$40,000.

- **Fully endorsed check(s)**
- Declaration of Intent to Repair
- Insurance Payment Letter
- If the loan will be paid in full, then submit a written request for loan payoff.

Timeline and general process

Allow 10 business days after *all documents and check(s) are received* before any checks will be disbursed.

Loans that are current at the time of loss:

| Insurance proceeds | Disbursement and inspection requirements |
|--------------------------------|--|
| Less than or equal to \$40,000 | <ul style="list-style-type: none"> • All funds disbursed in one payment. |
| Greater than \$40,000 | <ul style="list-style-type: none"> • NOTE: If the proceeds exceed the outstanding balance of the loan, the excess amount will be sent to borrower after all paperwork is received. • Initial disbursement equal to the greater of: \$40,000 or 33% of the insurance proceeds, whichever is greater. • The remaining disbursements are based on periodic inspections of the repair work. |



| | |
|--|--|
| | <ul style="list-style-type: none"> • A final inspection is required before releasing the final installment of the insurance proceeds. |
|--|--|

Loans 31 days or more delinquent at the time of loss:

| Insurance proceeds | Disbursement and inspection requirements |
|-------------------------------|--|
| Less than or equal to \$5,000 | <ul style="list-style-type: none"> • All funds disbursed in one payment. • A final inspection is required. |
| Greater than \$5,000 | <ul style="list-style-type: none"> • Initial disbursement 25% of the insurance proceeds, not to exceed \$10,000. • The remaining disbursements, up to 25% of the insurance proceeds, are based on periodic inspections of the repair work. • A final inspection is required before releasing the final installment of the insurance proceeds. |

Inspection Process for Monitored Claims:

You are responsible to notify Guild when you are ready for inspection.

- Our team will place the order for inspection, using your desired point of contact.
- An inspector will reach out to you via call or text to schedule the best day and time for the inspection to occur.
- Once the inspection has been completed you will need to let our team know.

Contact information

NOTE: We do not accept in-person drop off for checks or documents. Checks must be mailed. All documents can be mailed or sent through email.

Mailing address

Guild Mortgage
 Attention Property Damage Team
 5887 Copley Drive
 San Diego, CA 92111

Email address

propertydamagesupport@guildmortgage.net

Once your completed package is received, you will be assigned a single point-of-contact, who will reach out to you and work with you during the process.



Acceptance of Fed Ex Delivery Service:

Please note:

- All processed funds will be mailed via USPS regular mail *unless* the option for Fed Ex has been requested.
- The option for Fed Ex does not impact the processing time but will shorten the mailing time.
- You may also provide your own pre-paid mailing label, from the courier of your choice.
- Fed Ex will not deliver to Post Office Boxes.

If you elect to use our Fed Ex service, please select from one of the following options:

Please enclose a check or money order in the amount of **\$30.00**, payable to Guild Mortgage for **one** disbursement for overnight return.

Please enclose a check or money order in the amount of **\$75.00**, payable to Guild Mortgage for **all** disbursements for duration of claim.

We **do not** accept cash. If you send cash, it will be mailed back to you, included with your disbursement, via regular mail.



DECLARATION OF INTENT TO REPAIR (REQUIRED DOCUMENT)

Loan number: _____

Borrower Name: _____

Property Address: _____

Amount of claim check(s): _____

Cause of damage/loss: _____

I/We hereby certify that the insurance proceeds are to be used to repair/rebuild the property to its prior condition or better.

I/We hereby certify that all repairs will be made in a timely manner.

I/We hereby certify that no material or labor liens will be filed because of labor performed or materials used.

I/We understand that a licensed contractor must be used to repair/rebuild the property.

Signature of borrower: _____

Signature of borrower: _____

This form can be emailed to our team at propertydamagesupport@guildmortgage.net



**AUTHORIZATION TO MAIL FUNDS TO AN ALTERNATE or TEMPORARY ADDRESS
and/or RELEASE INFORMATION TO A 3RD PARTY**

This form is optional and will not hinder processing of your funds.

Loan Number: _____

Name of Borrower(s): _____

Property Address: _____

Please check appropriate box:

Mail funds to an address different than the one on file.

Make funds *directly payable to and mail to a contractor or 3rd party.*
The borrower's name will not appear on the check(s).
We do not disburse funds to Public Adjusters.

Release information only to a 3rd party.

The desired payee and/or 3rd party name and mailing address:

Name: _____

Address: _____

Relationship to Borrower(s): _____

Signature of Borrower _____

Date: _____

Signature of Borrower _____

Date: _____