

PAGE 1 – SURPLUS FUNDS CHAIN OF TITLE
FOR FLORIDA MORTGAGE AND HOA FORECLOSURE SALES BEFORE 7/1/2019

SALE TYPE (CHECK ONE): MORTGAGE HOME OWNERS ASSOCIATION

NAME(S) OF PERSON(S) OR ENTITY FORECLOSED ON (CASE NAME) _____

DEED HOLDER(S) AT TIME OF LIS PENDENS (NOT THE BUYER) _____

DEED RECORDATION DATE _____ BOOK AND PAGE# _____
(THE OWNER'S DEED AT TIME OF LIS PENDENS) (OR INSTRUMENT, DOCUMENT OR REFERENCE #)

FILE OR CASE NUMBER/DESCRIPTOR _____

SURPLUS AMOUNT _____ VERIFIED
(CANNOT ESTIMATE SURPLUS AMOUNT, MUST SHOW AMOUNT ON A LIST OR CERTIFICATE OF DISBURSMENT)

COUNTY _____ STATE _____

DATE FILE REVIEWED _____ RESEARCHER _____

FORECLOSED PROPERTY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

LIS PENDENS DATE _____ FINAL JUDGMENT DATE _____

DATE FORECLOSED _____

CERTIFICATE OF TITLE DATE _____ (REQUIRED)

AMOUNT FORECLOSED ON (FINAL JUDGMENT AMOUNT) _____

SALES PRICE AT AUCTION _____ (WE CANNOT ACCEPT IF PLAINTIFF BOUGHT AT AUCTION)

FORECLOSING ENTITY (BANK OR HOA NAME) _____

FILE CHECKLIST – ITEMS WE REQUIRE FOR FLORIDA MORTGAGE AND HOA FILES:

- PRINTED DOCKET CASE HISTORY REPORT
- FINAL JUDGMENT AND FORECLOSURE DOCUMENT
- COPY OF DEED SHOWING OWNERSHIP AT TIME OF FORECLOSURE (NOT THE BUYER, WE WANT THE LAST OWNER AT TIME OF LIS PENDENS)
- COPY OF THE COUNTY OFFICIAL RECORDS PAGE SHOWING YOU SEARCHED OWNERS NAMES
- COPIES OF ANY UNPAID MORTGAGES (FIRST 3 PAGES ONLY, NOT ENTIRE MORTGAGE DOC) – KEEP IN MIND THE BALANCE OF ALL UNPAID MORTGAGES MUST STILL LEAVE AT MIN \$15,000 TO EX-OWNER. THE BALANCE YOU USE IS THE VALUE ON THE NOTE, NO ESTIMATING CURRENT BALANCES ON OPEN MORTGAGES.
- COPIES OF MORTGAGE CANCELLATIONS, RELEASES OR SATISFACTIONS.
- COPY OF REGISTRY LIST SHOWING THE AMOUNT HELD ON THIS CASE – IF THE REGISTRY DOES NOT SHOW THE DIBURSMENT TO THE FORECLOSING ENITIY, YOU CAN ESTIMATE (IF SALE WAS LESS THEN 60 DAYS AGO), BUT MUST CHECK THE ESTIMATED BOX NEXT TO SURPLUS AMOUNT. WE WILL NOT ACCEPT ESTIMATED VALUES UNDER \$15K.

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NO TITLE REQUIRED FOR FILES WHERE SALE WAS PRIOR TO 7/1/2019. THESE FILES FALL UNDER THE OLD 60 DAY RULE WHERE CREDITORS ONLY HAVE 60 DAYS TO CLAIM SURPLUS.

ALL NEWER FILES WITH SALE DATES, 7/1/2019 AND AFTER, FULL TITLE WORK MUST BE DONE AND HAVE A SEPARATE WORKSHEET. SEE FLORIDA REFERRALS PAGE FOR THAT WORKSHEET.

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PLEASE READ AND AGREE BELOW BEFORE SUBMITTING THIS FILE!

1. SEND THE FILE, TO PAPERWORK@SURPLUSFUNDSRICHES.COM WHEN YOU USE EMAIL - DO NOT USE ZIP FILES, DO NOT SEND IN LINKS FOR DOCUMENTS , PUT THE CASE NAME(DEFENDANT) IN THE HEADER OF THE EMAIL. PLEASE COMBINE THE DOCUMENTS INTO ONE ATTACHMENT. IF YOU DON'T PUT THE DEFENDANT NAME/CASE NAME IN THE HEADER OF THE EMAIL, WE WILL SKIP THIS FILE SUBMISSION AND GET TO IT LATER. IF THIS CAUSES YOU TO LOSE THE CASE TO ANOTHER RESEARCHER, THAT IS ON YOU.

WE HAVE UP TO 3 BUSINESS DAYS TO PROCESS THE FILE OR RESPOND WITH ERRORS. OUR BUSINESS HOURS ARE MONDAY - FRIDAY, 9:00AM TO 4:00PM EASTERN TIME. ALL FILES SUBMITTED AFTER BUSINESS HOURS, THE 3 DAYS START ON THE NEXT BUSINESS DAY. FOR EXAMPLE, FILE SUBMITTED ON FRIDAY AT 8:00PM, 3 DAY WINDOW WILL START MONDAY AT 9:00AM SINCE OUR OFFICE IS CLOSED WEEKENDS. OUR OFFICE IS CLOSED FOR MOST MAJOR HOLIDAYS AND WILL NOT COUNT AS A BUSINESS DAY. IF FILE IS ACCEPTED, IT WILL APPEAR IN THE FILES BEING WORKED LIST.

2. MINIMUM CASE FOR US TO PURSUE IS \$10,000 - NOT 9,999.99, \$10,000. (\$15,000 FOR ESTIMATED VALUES) IF IF MORE THAN 1 OWNER, NOT MARRIED, WE NEED AT MIN \$10K PER PERSON TO WORK. EXAMPLE - 3 OWNERS ON DEED, ALL UNMARRIED, THERE NEEDS TO BE AT MINIMUM \$30,000 IN SURPLUS FOR US TO WORK THE FILE. 4. ON THE WORKSHEET, WE NEED THE PHYSICAL ADDRESS OF THE FORECLOSURE, NOT THE CLAIMANT'S NOTIFICATION ADDRESS. DO NOT PUT IN PARCEL ID #, TAX ID #, OR LEGAL DESCRIPTION, UNLESS THERE WASN'T A PHYSICAL ADDRESS - VACANT LAND.

3. IF YOU COMPLETE YOUR CASE RESEARCH, AND THE LAST OWNER WAS A BANK OR A BANK IS ENTITLED TO ENTIRE SURPLUS AMOUNT, WE WILL NOT TAKE THE FILE. IF YOU COMPLETE YOUR CASE RESEARCH, AND A LIEN HOLDER OR LIEN HOLDERS ARE ENTITLED TO ENTIRE SURPLUS AMOUNT, WE WILL NOT TAKE THE FILE. HOWEVER, WE WILL TAKE ANY FILE WHERE THERE IS A LIEN HOLDER OR BANK ENTITLED AND THERE STILL LEAVES AT MIN \$15,000 TO THE EX-OWNER. FOR INSTANCE, YOU FIND AN OPEN MORTGAGE FOR \$25,000 AND THE SURPLUS IS \$45,000. WE WILL TAKE THAT FILE BECAUSE IT WILL LEAVE \$20,000 FOR THE EX-OWNER. IF THERE ARE OPEN LIENS, JUDGMENTS OR MORTGAGES, THE TOTAL PLUS INTEREST MUST LEAVE AT MIN \$15,000 FOR THE EX-OWNER(S) FOR US TO ACCEPT THE FILE.

3B. WE DO NOT ACCEPT FILES WHERE THE EX OWNER IS A HOA OR COA.

4. ON THE WORKSHEET, WE NEED THE PHYSICAL ADDRESS OF THE FORECLOSURE, NOT THE CLAIMANT'S NOTIFICATION ADDRESS. DO NOT PUT IN PARCEL ID #, TAX ID #, OR LEGAL DESCRIPTION, UNLESS THERE WASN'T A PHYSICAL ADDRESS - VACANT LAND.

5. FEEDBACK - WE WILL LET YOU KNOW WHEN YOU GET A CLAIMANT UNDER CONTRACT AND HAVE THE CASE SET TO PETITION. UNTIL YOU HAVE SENT IN 20 FILES THAT WE HAVE ACCEPTED, WE WILL NOT GIVE OUT ANY ADDITIONAL FEEDBACK. IF YOU HAVE SENT IN 20 CASES WE HAVE ACCEPTED - RESEARCHED CASES - WE WILL GIVE FEEDBACK ONCE A MONTH, UPON REQUEST.

6. CHECK FOR MOTIONS OR PETITIONS FOR THE FUNDS - PLEASE TAKE YOUR TIME. WE ARE GETTING FILES IN WHERE A DISBURSEMENT HAS ALREADY BEEN MADE (MONEY IS GONE) AND/OR WHERE THERE IS A PETITION IN PROCESS. JUST REVIEW THE DOCKET HISTORY TO MAKE SURE THAT ISN'T HAPPENING. THE DOCKET MAY READ, "MOTION TO DISBURSE", "MOTION FOR SURPLUS FUNDS", "OWNERS CLAIM", "SURPLUS CLAIM" OR SOMETHING SIMILAR. REMEMBER THAT WE ARE INDEPENDENT CONTRACTORS, WHICH MEANS WE WORK WITH YOU BY CHOICE AND YOU WORK WITH US BY CHOICE. IF WE RECEIVE UNRESEARCHED FILES FROM A RESEARCHER, REPEATEDLY, WE WILL CHOOSE TO NO LONGER WORK WITH YOU. OF COURSE, WE WILL ADDRESS FIRST FILES SENT IN AND HELP YOU SUBMIT CORRECTLY. IF YOU IGNORE THAT CORRECTION AND REFUSE TO FOLLOW DIRECTIONS, WE WILL DROP YOU AS A RESEARCHER.

ALSO WHEN CHECKING THE DOCKET - MAKE SURE TO LOOK FOR ORDER OF DISMISAL OR ORDER TO VACATE OR ANYTHING SOUNDING LIKE THE OWNERS ARE TRYING TO REVERSE THE SALE. WE HAVE RUN ACROSS A FEW WHERE THE SALE WAS REVERSED AND CANCELLED. MAKE SURE TO CHECK FOR THIS WHEN READING THE DOCKET CASE

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HISTORY REPORT.

7. PUT FILES IN ORDER - MAKE SURE WHEN YOU SUBMIT FILES TO US, YOU HAVE THE CHAIN OF TITLE WORKSHEET FIRST, FOLLOWED BY THE SUPPORTING DOCS. IF YOUR FILES ARE NOT SUBMITTED IN THIS MANNER, WE WILL NOT WORK IT. YOU WILL HAVE TO RESUBMIT IN CORRECT ORDER.

8. MAKE SURE YOU ARE CHECKING THE DEED HOLDER AT THE TIME OF LIS PENDENS (NOT TIME OF FORECLOSURE) FOR MORTGAGE OR HOA FORECLOSURE SALES. THIS IS NOT THE BUYER AT AUCTION OR THE PERSON NAMED ON THE CERTIFICATE OF TITLE (FORECLOSURE DEED AFTER THE AUCTION). WE ARE GETTING FILES IN WHERE SOME OF YOU ARE NOT CHECKING OR PUTTING THE WRONG NAMES DOWN. THIS IS VERY IMPORTANT STEP, DO NOT DISMISS IT OR ASSUME IT IS THE SAME AS THE DEFENDANT(S) LISTED. WE NEED TO KNOW EXACTLY WHO IS DUE THE MONEY. DEEDS CAN BE CHECKED ON THE COURTS ONLINE DEED AND OFFICIAL RECORDS DEPT., IT IS ALSO STATED IN THE STEP BY STEP EXAMPLE FOR FL MORTGAGE AND HOA FORECLOSURE SALES.

9. PLEASE INCLUDE A COPY OF THE NOTIFICATION ADDRESSES IN WITH THE FILE. FOR MORTGAGE AND HOA FORECLOSURE SALES, IT WILL BE ON THE LAST PAGE OF THE FINAL JUDGMENT DOC.

10. WE PAY COMMISSIONS OF 10% GROSS COLLECTED FOR MORTGAGE AND HOA SURPLUS FUNDS FILES. IF TOTAL COLLECTED SURPLUS IS \$50,000, WE WILL PAY RESEARCHER COMMISSION OF \$5,000.

11. WE WILL NOT ACCEPT ESTIMATED SURPLUS VALUES IF THE SALE WAS 60 DAYS OR MORE AGO. YOU NEED TO VERIFY AT THIS STAGE, CHECK THE DOCKET FOR CERTIFICATE OF DISBURSEMENT OR GET THE REGISTRY LIST OR ANY COURT DOCUMENT SHOWING THE SURPLUS AMOUNT. FOR EXAMPLE, IF A FORECLOSURE SALE WAS HELD ON 1/1/2019 AND YOU RESEARCH AND SUBMIT ON 3/5/2019, YOU WOULD NEED TO VERIFY THE SURPLUS AMOUNT, BECAUSE THOSE DATES ARE MORE THAN 60 DAYS APART.

12. IF EX-OWNER IS A CORPORATION, LLC, LLP OR DBA, PLEASE FILL OUT THE 'COMPANY ACCEPTANCE AND REQUIREMENTS FORM' WITH YOUR FILE. NO BANKS, MORTGAGE COMPANIES OR FINANCIAL INSTITUTIONS ALLOWED.

13. IF EX-OWNER IS DECEASED, THE FILE MUST NAME A PERSONAL REP OF THE ESTATE OR NAME HEIRS. IF THE CASE FILE DOES NOT NAME EITHER OF THESE, AND THE PERSON IS DECEASED, WE WILL NOT ACCEPT THE FILE. PLEASE INCLUDE THE NAME OF THE PERSONAL REP OF THE ESTATE OR NAMED HEIR(S) ON THE CONCLUSION PAGE.

IF ONE OF THE PERSONS NAMED ON THE DEED IS DECEASED, THE OWNERSHIP DOES NOT AUTOMATICALLY TRANSFER TO SURVIVING OWNER, UNLESS DEED SAYS 'JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP' OR 'TENANCY BY THE ENTIRETY'. IF THE DEED DOES NOT HAVE EITHER OF THESE CLAUSES, BOTH NAMES MUST GO ON THE CONCLUSION EVEN IF 1 OR MORE IS DECEASED.

14. WE WILL ONLY ACCEPT FILES WERE THE WINNING BIDDER WAS A 3RD PARTY BIDDER, NOT THE PLAINTIFF. IF THE PLAINTIFF BOUGHT THE PROPERTY AT AUCTION, WE WILL NOT ACCEPT THE FILE. THERE IS NO SURPLUS WHEN THE PLAINTIFF OR FORECLOSING ENTITY BUYS BACK AT AUCTION.

15. PLEASE READ THE UPDATES TO THE FLORIDA REMOTE PROGRAM. FLORIDA LAWS ARE CONSTANTLY EVOLVING AND WE POST UPDATES TO THE PROGRAM ABOVE.

16. CHECK THE FILES BEING WORKED LIST. IF THE FILE IS LISTED, DO NOT SEND IN AS WE ALREADY HAVE IT.

I HAVE READ, UNDERSTAND AND AGREE (REQUIRED)

YOU MUST AGREE AND CHECK THE ABOVE BOX OR WE WILL NOT REVIEW YOUR FILE.

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CONCLUSION SECTION – SEE EBOOK FILE EXAMPLE IF HELP IS NEEDED ON FILLING THIS OUT. IF THERE IS DEBT – IT GOES IN FIRST POSITIONS BASED ON RECORDATION DATE AND END AT THE EX-OWNER(S) (DEED HOLDER(S)). DO NOT LEAVE THE CONCLUSION PAGE BLANK, WE WILL REJECT THE FILE.

_____ ARE 1ST IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 2ND IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 3RD IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 4TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 5TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 6TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 7TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 8TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____