

**Welcome to Vista Contract Servicing, your premier contract servicing provider.**

We are pleased you have chosen to do business with us, and we are excited to provide an unparalleled customer experience, **Really**.

To establish a new account, please return the following documents:

**REQUIRED DOCUMENTATION:**

- Complete Account Servicing Agreement (enclosed)
- IRS Form W-9 (to be completed by all parties)
- Documents (Originals)
  - a. Promise Documents (Note, Contract, Rental/Lease Agreement, etc.)
  - b. Security Document (Deed of Trust, Real Estate Contract, Mortgage, etc.)
  - c. Release Documents (Signed Request for Reconveyance, Deed, etc.)
- Setup Fee

**DOCUMENTATION NEEDED FOR ADDED SERVICES:**

- Completed Reserve Agreement (enclosed) - required to establish impounds for taxes, insurance, etc.
  - Recent tax bill
  - Copy of the insurance policy or binder
- Prior Lien Addendum (enclosed) - required to establish payment disbursements to an underlying lienholder.
  - Copy of the most recent account statement from underlying lienholder for each lien being serviced.
- Additional Parties Form (enclosed) - required for multiple Payees/Payors in addition to those listed on the Account Servicing Agreement.
- Automatic Deposit Authorization (enclosed) - required to establish free automatic deposits to the Payee(s) designated bank account.
- Automatic Withdrawal Authorization (enclosed) - required to establish free automatic payment debits from the Payor(s) designated bank account.

After completing the Account Servicing Agreement and applicable forms, please send all documents to Vista at:

Fax: (509) 684-5448  
Email: [contractservicing@stevenscountytitle.com](mailto:contractservicing@stevenscountytitle.com)

Mail: Vista Contract Servicing  
PO Box 349  
Colville, WA 99114

Your account will be established upon receipt of all required documentation. All parties will receive a confirmation Welcome Letter after setup. Please contact our office at (509) 684-4580 with any questions. We look forward to servicing your account!