



# Secured Note Pre-Investment Checklist

## IMPORTANT INFORMATION:

- Appoint a loan servicing agent.  
Some of the responsibilities of the Loan Servicing Agent are to collect and forward all payments to Pacific Premier Trust, maintain records from all parties, collect past due payments and take all necessary actions to correct a default. 3<sup>RD</sup> party cannot be the client, client's spouse, disqualified person, or affiliate of the borrower.
- Acceptable types of collateral:
  - Property
  - Vehicles
  - Manufactured or Mobile Home
  - Equipment
- The type of collateral used to secure the note will determine what types of documents are needed. Company shares, participation agreement/ mortgage pool and other types of collateral will require additional administration review.
- Gather the required documents (see below).  
All documents should reflect the title or owner to be Pacific Premier, Custodian, FBO (Client Name), IRA (or applicable account type).

## REQUIRED DOCUMENTS

Documents Required by Pacific Premier Trust	Source of Documents	
	Pacific Premier Trust	3 <sup>RD</sup> Party
<b>For All Secured Notes:</b>		
Deed of Trust/Mortgage/Secured Note Investment Authorization	✓	
Loan Servicing Agreement (signed by Agent and Account Owner)	✓	✓
Proposed Copy of the Note		✓
Closing Documentation (see below for requirements based on collateral)		✓
<b>If a Business Entity:</b>		
Document Certifying the Formation of the Entity		✓
Certificate of Good Standing		✓
Operating Agreement or documentation identifying members of the company		✓
<b>Secured Note:</b>		
Proposed copy of Deed of Trust/Mortgage		✓
Assignment of Deed of Trust/Mortgage (if applicable)		✓
Lenders Title Report (must be within 90 days and 1 <sup>ST</sup> or 2 <sup>ND</sup> lien positions only)		✓
Escrow Instructions (if applicable) <sup>1</sup>		✓
<b>Vehicle, Manufactured or Mobile Home:</b>		
Certificate of Ownership in borrower's name		✓
Registration of Title		✓
Security Agreement (if one has been drafted)		✓

<sup>1</sup> All documents requiring Pacific Premier Trust signature must be signed by the client prior as read and approved.

	Pacific Premier Trust	3 <sup>RD</sup> Party
<b>Equipment:</b>		
UCC Filing (Pacific Premier Trust, Custodian, FBO (Client Name), IRA must be listed as the secured party)		✓
Security Agreement (if one has been drafted)		✓
<b>If a Transfer-In/Rollover:</b>		
Transfer-In/Rollover Form	✓	✓
Account Statement reflecting the asset (dated within 60 days)		✓
Copy of existing recorded Deed from current custodian		✓
Loan Servicing Agreement (for Secured Notes)		✓
Proposed Deed with Pacific Premier Trust listed as the beneficiary (a Letter of Instruction from the resigning custodian can be used in place of this, contact Pacific Premier Trust for more information)		✓
<b>*Company Shares:</b>		
Security Agreement		✓
Pledge Agreement		✓
<b>*Participation Agreement/Mortgage Pool:</b>		
Participation Agreement		✓
<b>*Other:</b>		
Applicable Security Agreement		✓

\* These investments will require additional Pacific Premier Trust administrative review.

You can find Pacific Premier Trust forms by visiting [www.PacificPremierTrust.com/forms](http://www.PacificPremierTrust.com/forms) or call Client Services for additional assistance at 800-962-4238.

**INVESTMENT PRODUCTS: NOT FDIC INSURED • NO BANK GUARANTEE • MAY LOSE VALUE**