

# **EXHIBIT F-2**

FILED, 02/04/2015 12:11 am, JOHN A. TOMASINO, CLERK, SUPREME COURT

## **EXHIBITS TO THE AFFIDAVIT OF MICHAEL R. ZARRO VOLUME THREE**

CHASE HOME FINANCE LLC

Plaintiff,

vs.

, et al

Defendant(s).

SUPERIOR COURT OF NEW JERSEY  
CHANCERY DIVISION  
COUNTY

DOCKET NO F-

CIVIL ACTION

**CERTIFICATION OF  
PROOF OF AMOUNT DUE**

I, \_\_\_\_\_, hereby certify as follows:

1 I am authorized to execute this Certification of Proof of Amount Due on behalf of Chase Home Finance LLC ("Chase"). The statements made in this Certification of Proof of Amount Due are based on my personal knowledge.

2 I am over the age of 18 and competent to testify as to the matters contained herein.

3 For convenience, the following party or parties listed on the Note, are referred herein as "Borrower": \_\_\_\_\_.

4 In my capacity as \_\_\_\_\_, I have access to Chase's business records, including the business records for and relating to the Borrower's loan. I make this Certification of Proof of Amount Due based upon my review of those records relating to the Borrower's loan and from my own personal knowledge of how they are kept and maintained. The loan records for the Borrower are maintained by Chase in the course of its regularly conducted business activities and are made at or near the time of the event, by or from information transmitted by a person with knowledge. It is the

regular practice to keep such records in the ordinary course of a regularly conducted business activity.

5. Borrower executed a Note secured by a Mortgage as described in the attached Schedule, and:

\_\_\_\_\_ (a) Chase is the servicer of the loan and holds the Note; or

\_\_\_\_\_ (b) Chase is the servicer of the loan and is authorized to act on behalf of the holder of the Note.

6. The Borrower has defaulted on his/her payment under the terms of the Note. The Borrower's default on the Note has not been cured, and the loan has been accelerated making the entire balance of the loan due and owing pursuant to the terms of the Borrower's loan records. The total amount due and owing is \_\_\_\_\_, as more specifically set forth in the Schedule annexed hereto, together with interest accruing as of \_\_\_\_\_.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name:  
Title:

Appendix XII-J  
AMOUNT DUE SCHEDULE

NOTE AND MORTGAGE DATED \_\_\_\_\_

Recorded on \_\_\_\_\_, in \_\_\_\_\_ County, in Book \_\_\_\_\_ at Page \_\_\_\_\_

Property Address \_\_\_\_\_

Mortgage Holder \_\_\_\_\_

STATEMENT OF AMOUNT DUE

Unpaid Principal Balance as of date of default \_\_\_\_\_ \$ \_\_\_\_\_

Interest from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

(Interest rate = \_\_\_\_\_ % per year, \$ \_\_\_\_\_ per day X \_\_\_\_\_ days)

Late Charges from \_\_\_\_\_ through filing of the complaint on \_\_\_\_\_

(\$ \_\_\_\_\_ /mo X \_\_\_\_\_ mos) \$ \_\_\_\_\_

Advances through \_\_\_\_\_ for \_\_\_\_\_

Real Estate Taxes \$ \_\_\_\_\_

Home Owners Insurance Premiums \$ \_\_\_\_\_

Mortgage Insurance Premiums \$ \_\_\_\_\_

Inspections \$ \_\_\_\_\_

Winterizing/Securing \$ \_\_\_\_\_

Sub-total of Advances \$ \_\_\_\_\_

Less Escrow Advances \$ \_\_\_\_\_

Net Advances \$ \_\_\_\_\_ \$ \_\_\_\_\_

Interest on Advances from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

Other Charges (specify) \$ \_\_\_\_\_

Total Due as of \_\_\_\_\_ \$ \_\_\_\_\_

Surplus money If after the sale and satisfaction of the mortgage debt including costs and expenses, there remains any surplus money, the money will be deposited into the Superior Court Trust Fund and any person claiming the surplus or any part thereof, may file a motion pursuant to Court Rules 4 64-3 and 4 57-2 stating the nature and extent of that person's claim and asking for an order directing payment of the surplus money The Sheriff or other person conducting the sale will have information regarding the surplus, if any

Dated \_\_\_\_\_

\_\_\_\_\_  
Name  
Title



## **Re-Executing the Remediation ADA Director's Script Foreclosure / Enterprise-wide / Across Products**

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### **Introduction**

The purpose of this procedure is to guide the affiant when executing remediation Amount Due Affidavits (ADA). The affiant receives ADAs daily. The affiant reads every paragraph before executing the ADA. When the affiant does not understand or cannot verify all information, the affiant does not execute the ADA. The affiant confirms that the information populated on the ADA is correct. If the information is incorrect, the affiant rejects the ADA by forwarding the ADA to the supervisor. The affiant completes all fields on the affidavit, which includes escrow, taxes, and insurance calculations as well as recoverable fees. The analyst completes the ADA and forwards it to the Quality Control (QC) team for review and approval. The affiant completes all information on the ADA in blue ink. The order of the information as it appears on the ADA may vary from state to state.

### **Tasks**

- Proceed to Appropriate Step
- Execute the Remediation ADA

### **Systems / Applications**

- Mortgage Servicing Package (MSP)
- Outlook
- Foreclosure Document Tracking Database (FDTD)
- IVault
- Fasttrieve
- InfoSource
- SharePoint

### **Approvals**

- None

## Re-Executing the Remediation ADA Director's Script

### Proceed to Appropriate Step

Select the appropriate step.

Step	Action							
1	Proceed to appropriate step.							
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### Execute the Remediation ADA

Perform the following steps to execute the remediation ADA.

Step	Action														
1	Obtain ADA from designated work folder.														
2	Log in to MSP.														
3	Access the <b>MAS1/ADD1</b> screen.														
4	Verify that the borrower's name and/or property address on the ADA matches the Information on MSP, allowing for changes (marriage, divorce, 9/11 property address change, etc).														
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## Re-Executing the Remediation ADA Director's Script

Step	Action			
				<ul style="list-style-type: none"> <li>menu.</li> <li>Enter the account number in the <b>Loan Number</b> field.</li> <li>Select the appropriate reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>Click [Save].</li> <li>Give the ADA to the supervisor.</li> <li>End procedure.</li> </ul>
		Found,		<ul style="list-style-type: none"> <li>Proceed to step 5.</li> </ul>
		Not correct,		<ul style="list-style-type: none"> <li>Re-enter account number.</li> <li>Repeat step 4.</li> </ul>
5	Review the <b>Prin Bal</b> field on <b>SER1</b> to determine if the balance is zero.			
	<b>If</b>	<b>Then</b>		
	Balance is zero,	<ul style="list-style-type: none"> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>Log In.</li> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from the dropdown menu.</li> <li>Enter the account number in the <b>Loan Number</b> field.</li> <li>Select [Principal balance or Total Amount Due] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>Click [Save].</li> <li>Give the ADA to the supervisor.</li> <li>End procedure.</li> </ul>		
	Balance is greater than zero,	<ul style="list-style-type: none"> <li>Proceed to step 6.</li> </ul>		
6	Access the <b>FOR1</b> screen.			
7	Review the foreclosure status for 'C' completed, 'R' removed, or 'S' suspended.			
	<b>If</b>	<b>Then</b>		
	'C', 'R', or 'S',	<ul style="list-style-type: none"> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>Log In.</li> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from the dropdown menu.</li> <li>Enter the account number in the <b>Loan Number</b> field.</li> <li>Select [Not Active In Foreclosure] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>Click [Save].</li> <li>Give the ADA to the supervisor.</li> <li>End procedure.</li> </ul>		

## Re-Executing the Remediation ADA Director's Script

Step	Action	
	No 'C', 'R', or 'S',   • Proceed to step 8.	
8	Review the <b>FOR3</b> screen in MSP to determine if a date is populated in <b>STEP 096</b> for hChase and hWaMu or step <b>T32</b> for hEMC.	
	<b>If</b>	<b>Then</b>
	A date is populated,	<ul style="list-style-type: none"> <li>• Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>• Log in.</li> <li>• Click [Foreclosure Document Tracking].</li> <li>• Click [Accept].</li> <li>• Scroll over [Document Tracking].</li> <li>• Select [Agent Reject].</li> <li>• Select the appropriate heritage from the dropdown menu.</li> <li>• Enter the account number in the <b>Loan Number</b> field.</li> <li>• Select [Wrong Doc Uploaded/Doc Not Received] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>• Click [Save].</li> <li>• Give the ADA to the supervisor.</li> <li>• End procedure.</li> </ul>
	No date is populated,	<ul style="list-style-type: none"> <li>• Proceed to step 9.</li> </ul>
9	Determine if account is hChase.	
	<b>If</b>	<b>Then</b>
	hChase,	<ul style="list-style-type: none"> <li>• Access <b>FOR1</b> in MSP.</li> <li>• Determine the date in the <b>Foreclosure Start</b> date field.</li> </ul>
		<b>If</b>
		<b>Then</b>
		Start date is before 7/1/2009,
		<ul style="list-style-type: none"> <li>• Determine if the account is Prime or Nonprime by viewing the <b>Subprime</b> indicator field on the <b>MAS1/COL2</b> screen.</li> </ul>
		<b>If</b>
		<b>Then</b>
		Field populated with 'P' and before 7/1/2009,
		<ul style="list-style-type: none"> <li>• Give the ADA to the supervisor.</li> <li>• End procedure.</li> </ul>
		Field populated with 'S' and date is before 7/1/2008,
		<ul style="list-style-type: none"> <li>• Give the ADA to the supervisor.</li> <li>• End procedure.</li> </ul>
	For hChase Prime and the start date is on or after 7/1/2009,	<ul style="list-style-type: none"> <li>• Proceed to step 10.</li> </ul>
	hChase Nonprime and start date is on or after 7/1/2008,	<ul style="list-style-type: none"> <li>• Proceed to step 10.</li> </ul>
	Not	<ul style="list-style-type: none"> <li>• Proceed to step 10.</li> </ul>



## Re-Executing the Remediation ADA Director's Script

Step	Action	
10	hChase,	
	Proceed according to account type in the <b>Client</b> field in the upper left of the screen in MSP.	
	<b>If</b>	<b>Then</b>
	The account is hEMC (589); Fastrieve is used to view documents,	<ul style="list-style-type: none"> <li>Access the Fastrieve Imaging Index website at <a href="https://pbemcrem.fl.bear.com:7443/FastrieveInterface/Index.jsp">https://pbemcrem.fl.bear.com:7443/FastrieveInterface/Index.jsp</a>.</li> <li>Enter the account number listed on the attorney cover sheet for the ADA into the <b>Search</b> field.</li> <li>Press [Enter].</li> <li>Click the [Blank Folder] (no banner or Identifying Information) icon.</li> <li>Click the [Other] subfolder icon.</li> <li>Open the <i>Note</i> and/or <i>Allonge</i> and <i>Recorded Mortgage</i> documents.</li> <li>Proceed to step 11.</li> </ul>
	The account is hChase (465) or hWaMu (156); iVault is used to view documents,	<ul style="list-style-type: none"> <li>Access Internet Explorer.</li> <li>Enter <a href="http://ivault.chase.com/protected/SiteMinderServlet">http://ivault.chase.com/protected/SiteMinderServlet</a> into the address bar.</li> <li>Press [Enter].</li> <li>Log in using single sign on (SSO) ID and password.</li> <li>Click on [CHFSANFED] from the <b>File Request</b> dropdown menu when Prime or [CHFSUB] when Nonprime.</li> <li>Change <b>Maximum Results</b> from the <b>Display</b> section to '400'.</li> <li>Enter the account number into the <b>Loan Number</b> field.</li> <li>Press [Enter].</li> </ul>
	<b>If</b>	<b>Then</b>
	The <i>Note</i> and/or <i>Allonge</i> and <i>Recorded Mortgage</i> appear,	<ul style="list-style-type: none"> <li>Proceed to step 11.</li> </ul>
	The <i>Note</i> and/or <i>Allonge</i> and <i>Recorded Mortgage</i> do not appear,	<ul style="list-style-type: none"> <li>Send an email to: <a href="mailto:custody.foreclosure.support@jpmchase.com">custody.foreclosure.support@jpmchase.com</a> to request the missing document.</li> <li>Enter the account number and what document is being requested in the email.</li> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>Log in.</li> <li>Click [Foreclosure Document</li> </ul>

## Re-Executing the Remediation ADA Director's Script

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	<ul style="list-style-type: none"> <li>Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from the dropdown menu.</li> <li>Enter the account number in the Loan Number field.</li> <li>Select [Wrong Doc upload/ Doc not required] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>Click [Save].</li> <li>Place the ADA back in the designated work folder until receipt of the <i>Note</i> and/or <i>Allonge</i> and <i>Recorded Mortgage</i>.</li> <li>End procedure.</li> </ul>						
11	Select the <i>Note</i> and/or <i>Allonge</i> with the most recent endorsements when there are multiple copies of the <i>Note</i> , disregard any <i>Note</i> that is stamped with a 'Certified Copy'.						
12	<p>Compare the <i>Note</i> and/or <i>Allonge</i> to the <i>Recorded Mortgage</i> to ensure the following match:</p> <ul style="list-style-type: none"> <li>Borrower's name</li> <li>Property address (including unit number)</li> <li>Original loan amount</li> </ul> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>The Information matches,</td><td> <ul style="list-style-type: none"> <li>Proceed to step 13.</li> </ul> </td></tr> <tr> <td>The Information does not match,</td><td> <ul style="list-style-type: none"> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>Log In.</li> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from the dropdown menu.</li> <li>Enter the account number in the <b>Loan Number</b> field.</li> <li>Select [Title/Signer Name/Office Refer] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> </ul> </td></tr> </tbody> </table>	If	Then	The Information matches,	<ul style="list-style-type: none"> <li>Proceed to step 13.</li> </ul>	The Information does not match,	<ul style="list-style-type: none"> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>Log In.</li> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from the dropdown menu.</li> <li>Enter the account number in the <b>Loan Number</b> field.</li> <li>Select [Title/Signer Name/Office Refer] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> </ul>
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## Re-Executing the Remediation ADA Director's Script

Step	Action	
		<ul style="list-style-type: none"> <li>Click [Save].</li> <li>Give the ADA to the supervisor.</li> <li>End procedure.</li> </ul>
13	Determine whether to print the <i>Note, Allonge, Recorded Mortgage</i> or <i>Assignment</i> .	
	<b>If</b>	<b>Then</b>
	<p>For the state of Ohio, Pennsylvania, Kansas, North Dakota, Maine, or Oklahoma (if required in the state of OK),</p> <p>Note: Other states may require the attachment of <i>Note, Allonge, Recorded Mortgage</i>, or <i>Assignment</i>. If noted on the ADA to attach documents, they must be attached.</p>	<ul style="list-style-type: none"> <li>Print all pages of the <i>Note, Allonge, Recorded Mortgage</i>, and/or <i>Assignment</i>.</li> <li>Obtain printouts from the printer.</li> <li>Attach to the back of the ADA.</li> <li>Proceed to step 14.</li> </ul>
	For any other state,	<ul style="list-style-type: none"> <li>Proceed to step 14.</li> </ul>
14	Ensure the borrower's name listed on the ADA caption matches the information on the <i>Note</i> (the use of "et al" is acceptable in the Caption).	
	<b>If</b>	<b>Then</b>
	The Information matches,	<ul style="list-style-type: none"> <li>Proceed to step 15.</li> </ul>
	The Information does not match,	<ul style="list-style-type: none"> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>Log In.</li> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from the dropdown menu.</li> <li>Enter the account number in the <b>Loan Number</b> field.</li> <li>Select [Title/Signer Name/Office Refer] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>Click [Save].</li> <li>Give the ADA to the supervisor and await further instruction.</li> </ul>

\_\_\_\_\_

3/03/11

## Re-Executing the Remediation ADA Director's Script

Step	Action		
			<p>herein</p> <p>11. For convenience, the following party or parties listed on the Note, are referred herein as "Borrower": _____</p> <p>12. In my capacity as _____, I have access to Chase's business</p>
	Write the affiant's signing authority, spelled out.  Example: Vice President	<p>Next to 'capacity as':</p> <p>11. For convenience, the following party or parties listed on the Note, are referred herein as "Borrower": _____</p> <p>12. In my capacity as _____, I have access to Chase's business</p>	
	Write the origination date.	<p>Next to 'On':</p> <p>14. On _____, Borrower executed a Note secured by a Mortgage in the amount of \$ _____ for a property located at _____ Chase is the servicer of the loan and holds the Note _____ or Chase is the servicer of the loan and is authorized to act on behalf</p>	
	Write the original loan amount.	<p>Next to '\$':</p> <p>14. On _____, Borrower executed a Note secured by a Mortgage in the amount of \$ _____ for a property located at _____ Chase is the servicer of the loan and holds the Note _____ or Chase is the servicer of the loan and is authorized to act on behalf</p>	
	Write the property address (including unit number).	<p>Next to 'property located at':</p> <p>14. On _____, Borrower executed a Note secured by a Mortgage in the amount of \$ _____ for a property located at _____ Chase is the servicer of the loan and holds the Note _____ or Chase is the servicer of the loan and is authorized to act on behalf</p>	
18	Access MAS1/NOT1 screen on MSP.		
19	Compare the following Information on the screen to the Note:		
	<ul style="list-style-type: none"> <li>Interest Rate</li> <li>Original Mortgage Amount</li> </ul>		
	<b>If</b>	<b>Then</b>	
	Amounts are the same	Proceed to step 20.	
	Amounts are different	<p>Review IVAULT for HCHASE or HWAMU using the following link:  <a href="http://ivault.chase.com/protected/SignInServlet">http://ivault.chase.com/protected/SignInServlet</a> or            Fasttrieve for HEMC using the following link:  <a href="https://pbemcrem.fl.bear.com:7443/FasttrieveInterface/index.jsp">https://pbemcrem.fl.bear.com:7443/FasttrieveInterface/index.jsp</a> for a Modification Agreement</p>	
	<b>If</b>	<b>Then</b>	
	Modification agreement located	<ul style="list-style-type: none"> <li>Write the following statement at the end of paragraph where you entered the original loan amount and origination date on the ADA "The loan was modified by an agreement dated (enter modification</li> </ul>	

## Re-Executing the Remediation ADA Director's Script

Step	Action		
			date)."
			Proceed to step 20.
		Modification Agreement not located	Give the ADA to the supervisor.
			Note: Do not reject.
20	Access the <b>SER1</b> screen.		
21	Identify the investor number listed in the <b>INV</b> field.		
22	Access LISA using the following link <a href="http://lisaprod.ipmchase.net">http://lisaprod.ipmchase.net</a> .		
23	Enter your standard ID.		
24	Enter your Single Sign on Password.		
25	Select the appropriate Heritage organization within the <b>Entity</b> drop down menu.		
26	Enter the Investor number in the <b>Investor Number</b> field.		
27	Click the [Search] button.		
28	Select [Default] from the menu on the left hand side.		
29	Select [Foreclosure Info] from the left hand side menu.		
30	Verify that the Investor name in <b>Name to Foreclose in</b> field matches the plaintiff name on the ADA.		
	<b>If</b>	<b>Then</b>	
	The names match,	<ul style="list-style-type: none"> <li>• Proceed to step 31.</li> </ul>	
	The names do not match,	<ul style="list-style-type: none"> <li>• Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>• Log in.</li> <li>• Click [Foreclosure Document Tracking].</li> <li>• Click [Accept].</li> <li>• Scroll over [Document Tracking].</li> <li>• Select [Agent Reject].</li> <li>• Select the appropriate heritage from the dropdown menu.</li> <li>• Enter the account number in the <b>Loan Number</b> field.</li> <li>• Select [Incorrect Verblage for Plaintiff] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>• Click [Save].</li> <li>• Give the ADA to the supervisor and await further instructions.</li> <li>• End procedure.</li> </ul>	
	Name is blank	<ul style="list-style-type: none"> <li>• Send an email to <a href="mailto:GM.FC.Investor@chase.com">GM.FC.Investor@chase.com</a> to obtain name to foreclose in. Email will need to include loan number, heritage organization and investor name.</li> <li>• Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>• Log in.</li> <li>• Click [Foreclosure Document Tracking].</li> <li>• Click [Accept].</li> <li>• Scroll over [Document Tracking].</li> <li>• Select [Agent Reject].</li> <li>• Select the appropriate heritage from the dropdown</li> </ul>	

## Re-Executing the Remediation ADA Director's Script

Step	Action																				
	<ul style="list-style-type: none"> <li>menu.</li> <li>Enter the account number in the <b>Loan Number</b> field.</li> <li>Select [Incorrect Verbiage for Plaintiff] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>Click [Save].</li> <li>Place the ADA back in the designated work folder until receipt of email.</li> <li>End procedure.</li> </ul>																				
<b>31</b>	<p>Determine if the plaintiff is 1 of the following 6 Chase entities:</p> <ul style="list-style-type: none"> <li>EMC Mortgage Corporation</li> <li>Chase Bank USA</li> <li>JPMC Specialty</li> <li>Homesales</li> <li>JP Morgan Chase Bank, National Association</li> <li>Chase Home Finance LLC</li> </ul> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>Chase (POA not required),</td><td> <ul style="list-style-type: none"> <li>Proceed to step 32.</li> </ul> </td></tr> <tr> <td>Not Chase,</td><td> <ul style="list-style-type: none"> <li>Review <b>Power of Attorney Exists</b> field.</li> </ul> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>'Yes' is listed for POA,</td><td> <ul style="list-style-type: none"> <li>Verify that <b>Power of Attorney Foreclosure Powers Granted</b> field is showing 'Yes'.</li> </ul> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>'Yes' and POA has not expired or is showing 'none' or 'n/a',</td><td> <ul style="list-style-type: none"> <li>Proceed to step 32.</li> </ul> </td></tr> <tr> <td>'Yes' and POA has expired,</td><td> <ul style="list-style-type: none"> <li>Proceed below to 'No' is listed for POA scenario.</li> </ul> </td></tr> <tr> <td>'No' or if POA has expired,</td><td> <ul style="list-style-type: none"> <li>Proceed below to 'No' is listed for POA scenario.</li> </ul> </td></tr> </tbody> </table> </td></tr> <tr> <td>'No' is listed for POA,</td><td> <ul style="list-style-type: none"> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>Log In.</li> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from</li> </ul> </td></tr> </tbody> </table> </td></tr> </tbody></table>	If	Then	Chase (POA not required),	<ul style="list-style-type: none"> <li>Proceed to step 32.</li> </ul>	Not Chase,	<ul style="list-style-type: none"> <li>Review <b>Power of Attorney Exists</b> field.</li> </ul> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>'Yes' is listed for POA,</td><td> <ul style="list-style-type: none"> <li>Verify that <b>Power of Attorney Foreclosure Powers Granted</b> field is showing 'Yes'.</li> </ul> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>'Yes' and POA has not expired or is showing 'none' or 'n/a',</td><td> <ul style="list-style-type: none"> <li>Proceed to step 32.</li> </ul> </td></tr> <tr> <td>'Yes' and POA has expired,</td><td> <ul style="list-style-type: none"> <li>Proceed below to 'No' is listed for POA scenario.</li> </ul> </td></tr> <tr> <td>'No' or if POA has expired,</td><td> <ul style="list-style-type: none"> <li>Proceed below to 'No' is listed for POA scenario.</li> </ul> </td></tr> </tbody> </table> </td></tr> <tr> <td>'No' is listed for POA,</td><td> <ul style="list-style-type: none"> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>Log In.</li> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from</li> </ul> </td></tr> </tbody> </table>	If	Then	'Yes' is listed for POA,	<ul style="list-style-type: none"> <li>Verify that <b>Power of Attorney Foreclosure Powers Granted</b> field is showing 'Yes'.</li> </ul> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>'Yes' and POA has not expired or is showing 'none' or 'n/a',</td><td> <ul style="list-style-type: none"> <li>Proceed to step 32.</li> </ul> </td></tr> <tr> <td>'Yes' and POA has expired,</td><td> <ul style="list-style-type: none"> <li>Proceed below to 'No' is listed for POA scenario.</li> </ul> </td></tr> <tr> <td>'No' or if POA has expired,</td><td> <ul style="list-style-type: none"> <li>Proceed below to 'No' is listed for POA scenario.</li> </ul> </td></tr> </tbody> </table>	If	Then	'Yes' and POA has not expired or is showing 'none' or 'n/a',	<ul style="list-style-type: none"> <li>Proceed to step 32.</li> </ul>	'Yes' and POA has expired,	<ul style="list-style-type: none"> <li>Proceed below to 'No' is listed for POA scenario.</li> </ul>	'No' or if POA has expired,	<ul style="list-style-type: none"> <li>Proceed below to 'No' is listed for POA scenario.</li> </ul>	'No' is listed for POA,	<ul style="list-style-type: none"> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a>.</li> <li>Log In.</li> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from</li> </ul>
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## Re-Executing the Remediation ADA Director's Script

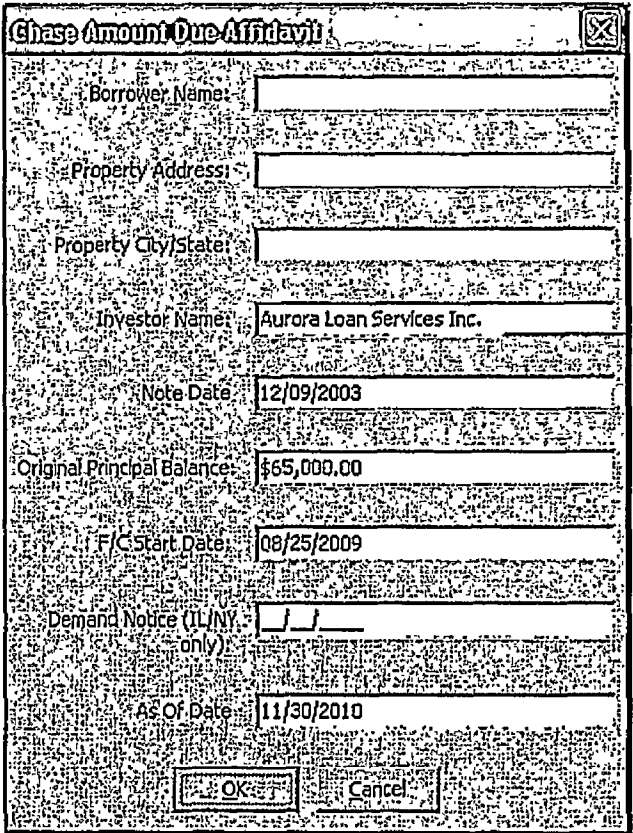
Step	Action				
	<p>the dropdown menu.</p> <ul style="list-style-type: none"> <li>• Enter the account number in the <b>Loan Number</b> field.</li> <li>• Select [No POA] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>• Click [Save].</li> <li>• Access Outlook.</li> <li>• Create a new email to GM LPOA to request a copy of the applicable LPOA.</li> </ul> <p>Note: Include loan number, heritage organization and investor number within the email.</p> <ul style="list-style-type: none"> <li>• Place the <i>ADA</i> back in the designated work folder until receipt of email.</li> <li>• End procedure.</li> </ul>				
32	Access SharePoint at <a href="http://sharepoint.jpmmc Chase.net/sites/spkwsmprk">http://sharepoint.jpmmc Chase.net/sites/spkwsmprk</a> for the most current information.				
33	Click [Shared Documents].				
34	Click [Job Aids].				
35	Open the <i>Servicer/Holder Flowchart Breakdown</i> .				
36	Determine how to complete the option on the <i>ADA</i> .				
	<table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td> <p>Chase is the servicer of the account and holds the <i>Note</i>,  Note: Several states may have different language on how to complete the Service-Holder section of the <i>ADA</i>. For states that do not have the standard language as outlined above:  Access <a href="http://sharepoint.jpmmc Chase.net/sites/spkwsmprk">http://sharepoint.jpmmc Chase.net/sites/spkwsmprk</a>.  Click on the following:  [Shared Documents], [Job Aids], [State</p> </td><td> <ul style="list-style-type: none"> <li>• Write a checkmark next to the statement, defining that Chase is the servicer of the account and holds the <i>Note</i> on <i>ADA</i>.</li> <li>• Proceed to step 37.</li> </ul> </td></tr> </tbody> </table>	If	Then	<p>Chase is the servicer of the account and holds the <i>Note</i>,  Note: Several states may have different language on how to complete the Service-Holder section of the <i>ADA</i>. For states that do not have the standard language as outlined above:  Access <a href="http://sharepoint.jpmmc Chase.net/sites/spkwsmprk">http://sharepoint.jpmmc Chase.net/sites/spkwsmprk</a>.  Click on the following:  [Shared Documents], [Job Aids], [State</p>	<ul style="list-style-type: none"> <li>• Write a checkmark next to the statement, defining that Chase is the servicer of the account and holds the <i>Note</i> on <i>ADA</i>.</li> <li>• Proceed to step 37.</li> </ul>
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## Re-Executing the Remediation ADA Director's Script

Step	Action
	<p>specific Service-Holder Instruction]. The document contained in this site will provide affiant with state specific Service-Holder Instructions.</p> <p>Chase is the servicer of the account and is authorized to act on behalf of the holder,  Note: Several states may have different language on how to complete the Service-Holder section of the ADA. For states that do not have the standard language as outlined above:  Access <a href="http://sharepoint.jpnmchase.net/sites/spkwsmprk">http://sharepoint.jpnmchase.net/sites/spkwsmprk</a>.  Click on the following:  [Shared Documents], [Job Aids], [State specific Service-Holder Instruction]. The document contained in this site will provide affiant with state specific Service-Holder Instructions.</p> <ul style="list-style-type: none"> <li>• Write a checkmark next to the statement, defining that Chase is the servicer of the account and is authorized to act on behalf of the <i>Note</i> holder on ADA.</li> <li>• Proceed to step 37.</li> </ul>
37	<p>Click the [Director Scripts (Prod)] smart button in MSP.</p> <p style="text-align: center;">Result: The <b>Director's Script</b> window displays (<b>Director Tree</b>).</p>

## Re-Executing the Remediation ADA Director's Script

Step	Action						
38	Expand the <b>Foreclosure</b> folder by clicking the <b>[+]</b> button in the <b>Director Tree</b> .						
39	Click <b>[Foreclosure_Amount_Due_Affidavit]</b> to launch the <b>Amount Due Affidavit Director Script</b> window.						
40	<p>Enter the account number in the <b>Enter Loan Number</b> field and click <b>[OK]</b>.</p> <p>Note: This is the 1st screen, which displays principal balance and the <i>Note</i> date.</p> <p><b>Screen Shot 1</b></p> 						
41	<p>Determine if the state is New York or Pennsylvania.</p> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>State is NY,</td><td> <ul style="list-style-type: none"> <li>Locate these letter IDs 'BR011' letter (hChase Prime), 'BR010' letter (hChase Nonprime), 'BE011' (hEMC), or 'BW011' (hWaMu) by reviewing the <b>PL05</b> screen.</li> </ul> </td></tr> <tr> <td>Letter is not found,</td><td> <ul style="list-style-type: none"> <li>Review iVault/Fasttrieve.</li> <li>Locate the letter.</li> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a> when not found in iVault/Fasttrieve.</li> <li>Log in.</li> </ul> </td></tr> </tbody> </table>	If	Then	State is NY,	<ul style="list-style-type: none"> <li>Locate these letter IDs 'BR011' letter (hChase Prime), 'BR010' letter (hChase Nonprime), 'BE011' (hEMC), or 'BW011' (hWaMu) by reviewing the <b>PL05</b> screen.</li> </ul>	Letter is not found,	<ul style="list-style-type: none"> <li>Review iVault/Fasttrieve.</li> <li>Locate the letter.</li> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a> when not found in iVault/Fasttrieve.</li> <li>Log in.</li> </ul>
If	Then						
State is NY,	<ul style="list-style-type: none"> <li>Locate these letter IDs 'BR011' letter (hChase Prime), 'BR010' letter (hChase Nonprime), 'BE011' (hEMC), or 'BW011' (hWaMu) by reviewing the <b>PL05</b> screen.</li> </ul>						
Letter is not found,	<ul style="list-style-type: none"> <li>Review iVault/Fasttrieve.</li> <li>Locate the letter.</li> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a> when not found in iVault/Fasttrieve.</li> <li>Log in.</li> </ul>						

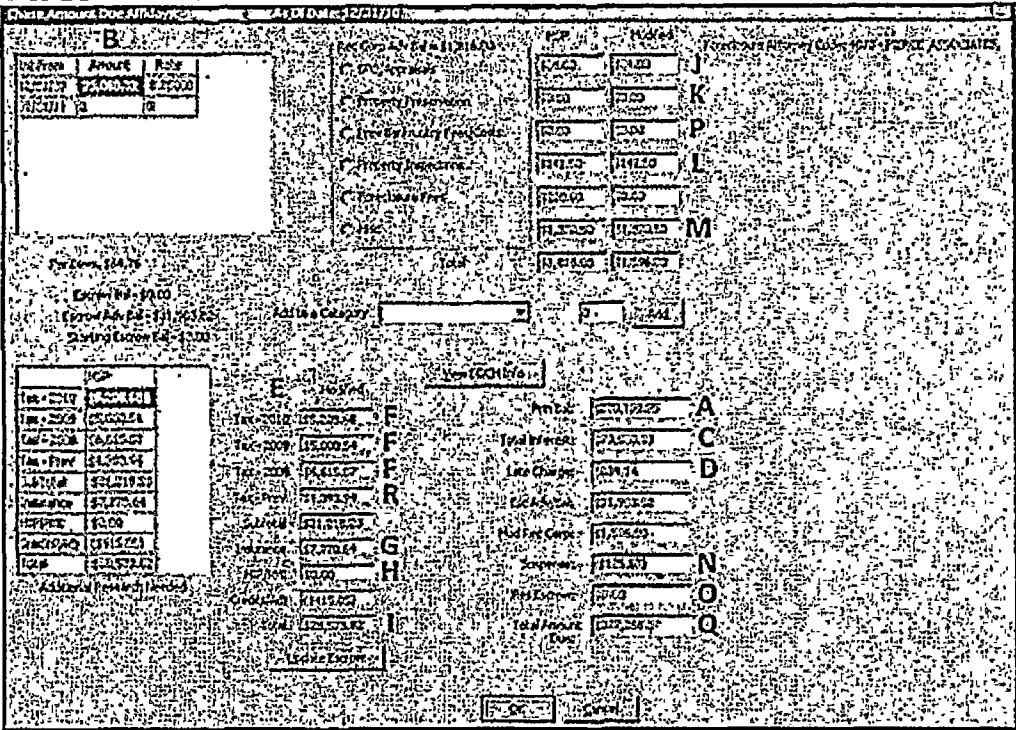
## Re-Executing the Remediation ADA Director's Script

Step	Action		
			<ul style="list-style-type: none"> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from the dropdown menu.</li> <li>Enter the account number in the <b>Loan Number</b> field.</li> <li>Select [Breach/NOI] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>Click [Save].</li> <li>Give the ADA to the supervisor.</li> <li>End procedure.</li> </ul>
		Letter is found,	<ul style="list-style-type: none"> <li>Write date letter was mailed on: 'I confirm that Borrower was sent a ninety (90) day pre foreclosure notice on (date from field)':   <div style="text-align: center;">                     I confirm that Borrower was sent a ninety (90) day pre foreclosure notice                      on _____ by registered or certified first class mail.                 </div> </li> <li>Proceed to step 42.</li> </ul>
	State is PA,	<ul style="list-style-type: none"> <li>Review iVault/Fastrieve.</li> <li>Locate these letter IDs 'BW860' (WaMu) 'BE860' (EMC) 'BR860' (Chase Prime) 'BR850' (Chase Nonprime).</li> <li>Print a copy of the letter.</li> <li>Obtain the letter from the printer.</li> <li>Attach the copy of the letter to the ADA.</li> </ul>	
		<b>If</b>	<b>Then</b>
		Letter is not found,	<ul style="list-style-type: none"> <li>Open the FDTD at <a href="http://dls.bankone.net/">http://dls.bankone.net/</a> when not found in iVault/Fastrieve.</li> <li>Log In.</li> <li>Click [Foreclosure Document Tracking].</li> <li>Click [Accept].</li> <li>Scroll over [Document Tracking].</li> <li>Select [Agent Reject].</li> <li>Select the appropriate heritage from the dropdown menu.</li> <li>Enter the account number in the <b>Loan Number</b> field.</li> <li>Select [Breach/NOI] as the reject reason from the <b>Reject Reason</b> dropdown menu.</li> <li>Click [Save].</li> <li>Give the ADA to the supervisor.</li> <li>End procedure.</li> </ul>

## Re-Executing the Remediation ADA Director's Script

Step	Action		
		Letter is found,	<ul style="list-style-type: none"><li>Write date letter was mailed on: 'By letter dated':  4. By letter dated _____, a Notice of Homeowner Emergency Assistance ("Notice") was sent to Defendant as required pursuant to Pennsylvania law.  The Notice is a business record of Chase, maintained in the regular course of business. 1</li><li>Proceed to step 42.</li></ul>
	An ADA from any other state references a Breach Letter,	<ul style="list-style-type: none"><li>See supervisor for further instructions.</li><li>End procedure.</li></ul>	
42	Access the <b>SER1</b> screen.		
43	Review In the <b>TYPE</b> field whether the account is a Federal Housing Authority (FHA) account.		
	<b>If</b>	<b>Then</b>	
	The account is an FHA account according to <b>TYPE</b> field,	<ul style="list-style-type: none"><li>Write the last day of the current month onto the <b>As Of</b> field on the ADA.</li><li>Verify the <b>As Of</b> field on the Director's Script Is the last day of the month. If not, enter the last day of the month into the <b>As Of</b> date on the director script in mm/dd/yyyy format.</li><li>Proceed to step 44.</li></ul>	
	The account is not an FHA account,	<ul style="list-style-type: none"><li>Determine the current date.</li></ul>	
		<b>If</b>	<b>Then</b>
		When the current date is prior to the 16th,	<ul style="list-style-type: none"><li>Write "15th" of the current month onto the <b>As Of</b> field on the ADA.</li><li>Enter this date into the <b>As Of</b> field when not on the Director's Script.</li><li>Proceed to step 44.</li></ul>
		When the current date is on or after the 16th of the current month,	<ul style="list-style-type: none"><li>Write the last day of the month onto the <b>As Of</b> field on the ADA.</li><li>Enter this date into the <b>As Of</b> field when not on the Director's Script.</li><li>Proceed to step 44.</li></ul>

## Re-Executing the Remediation ADA Director's Script

Step	Action						
44	<p>Click [OK] to run the Director's Script window.</p> <p>Result: The Chase Amount Due Affidavit results screen displays. This is the 2nd screen displaying all remaining ADA Information.</p> <p><b>Screen Shot 2</b></p>  <p>The screenshot shows a window titled 'Chase Amount Due Affidavit'. It contains several sections: a summary section at the top, a list of items in the middle, and a total amount due at the bottom. The summary section includes fields for 'Amount Due', 'Date', and 'Status'. The list of items includes columns for 'Item', 'Amount', and 'Status'. The total amount due is displayed at the bottom right.</p>						
45	<p>Review the director script window for a message box that reads "Your modified total does not equal the Escrow Adv Balance Do you want to continue?"</p> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>Message appears,</td><td> <ul style="list-style-type: none"> <li>Forward the ADA to supervisor (do not reject).</li> <li>End procedure.</li> </ul> </td></tr> <tr> <td>Message does not appear,</td><td> <ul style="list-style-type: none"> <li>Proceed to step 46.</li> </ul> </td></tr> </tbody> </table>	If	Then	Message appears,	<ul style="list-style-type: none"> <li>Forward the ADA to supervisor (do not reject).</li> <li>End procedure.</li> </ul>	Message does not appear,	<ul style="list-style-type: none"> <li>Proceed to step 46.</li> </ul>
If	Then						
Message appears,	<ul style="list-style-type: none"> <li>Forward the ADA to supervisor (do not reject).</li> <li>End procedure.</li> </ul>						
Message does not appear,	<ul style="list-style-type: none"> <li>Proceed to step 46.</li> </ul>						
46	<p>Review the director script window for a message in red, "Additional Research needed".</p> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>Message appears,</td><td> <ul style="list-style-type: none"> <li>Forward the ADA to supervisor (do not reject).</li> <li>End procedure.</li> </ul> </td></tr> <tr> <td>Message does not appear,</td><td> <ul style="list-style-type: none"> <li>Proceed to step 47.</li> </ul> </td></tr> </tbody> </table>	If	Then	Message appears,	<ul style="list-style-type: none"> <li>Forward the ADA to supervisor (do not reject).</li> <li>End procedure.</li> </ul>	Message does not appear,	<ul style="list-style-type: none"> <li>Proceed to step 47.</li> </ul>
If	Then						
Message appears,	<ul style="list-style-type: none"> <li>Forward the ADA to supervisor (do not reject).</li> <li>End procedure.</li> </ul>						
Message does not appear,	<ul style="list-style-type: none"> <li>Proceed to step 47.</li> </ul>						
47	<p>Write the unpaid principal balance from the Director's Script window onto the <b>Principal Balance</b> field on the ADA (letter 'A' in screen shot 2 above).</p>						

## Re-Executing the Remediation ADA Director's Script

Step	Action						
48	Write the interest rate from the Interest section on the top left of the Director Script window onto the <b>Interest Due</b> field on the ADA (Letter 'B' in screen shot 2 above). If multiple dates are shown enter the word "Variable".						
49	Write the total interest amount listed on the <b>Total</b> field of the Director's Script window onto the <b>Interest</b> field on the ADA (letter 'C' in screen shot 2 above).						
50	Write the 1st <b>INT From</b> date from the Director's Script window into the <b>From</b> field on the ADA (letter 'B' in screen shot 2 above).						
51	Write the <b>As Of</b> date from the Director's Script window into the <b>Through</b> field on the ADA.						
52	Review the <b>Pre Accel LC</b> field on the Director's Script window for late charges assessed (letter 'D' in screen shot 2 above).						
53	Write the amount onto the <b>Pre-Acceleration Late Charges</b> line on the ADA.						
54	Review the tax-date columns information on the Director's Script window (letter 'E' in screen shot 2 above).						
55	Write tax-year information into the <b>Escrow Deficiency-Real Estate Taxes for the year</b> field on the ADA.						
56	Review the tax-amount columns information on the Director's Script window (letter 'F' in screen shot 2 above).						
57	Write the tax amount into the \$ field on the ADA.  Note: There are 3 tax fields on the ADA.						
58	Review the <b>Tax Prev</b> field for an amount (Letter 'R' in screen shot 2 above).						
	<table><tr><th>If</th><th>Then</th></tr><tr><td>Amount present,</td><td><ul style="list-style-type: none"><li>Handwrite "Previous years Taxes: \$ _____" on the ADA above the <b>Hazard</b> column and slightly to the right.</li><li>Write the total amount showing in 'R' on this line.</li><li>Proceed to step 59.</li></ul></td></tr><tr><td>No amount present,</td><td><ul style="list-style-type: none"><li>Proceed to step 59.</li></ul></td></tr></table>	If	Then	Amount present,	<ul style="list-style-type: none"><li>Handwrite "Previous years Taxes: \$ _____" on the ADA above the <b>Hazard</b> column and slightly to the right.</li><li>Write the total amount showing in 'R' on this line.</li><li>Proceed to step 59.</li></ul>	No amount present,	<ul style="list-style-type: none"><li>Proceed to step 59.</li></ul>
	If	Then					
Amount present,	<ul style="list-style-type: none"><li>Handwrite "Previous years Taxes: \$ _____" on the ADA above the <b>Hazard</b> column and slightly to the right.</li><li>Write the total amount showing in 'R' on this line.</li><li>Proceed to step 59.</li></ul>						
No amount present,	<ul style="list-style-type: none"><li>Proceed to step 59.</li></ul>						
59	Review the <b>Insurance</b> field on the Director's Script window (letter 'G' in screen shot 2 above).						
60	Write the amount into the <b>Hazard Insurance</b> field on the ADA.						
61	Review the <b>MIP/PMI</b> field on the Director's Script window (letter 'H' in screen shot 2 above).						
62	Write the amount into the <b>Mortgage Insurance Premium/Private Mortgage Insurance</b> field on the ADA.						

## Re-Executing the Remediation ADA Director's Script

Step	Action							
63	Review the <b>Credit/ADJ</b> field on the Director's Script window.							
	<b>If</b>	<b>Then</b>						
	There is an amount,	<ul style="list-style-type: none"> <li>Write the following under <b>Mortgage Insurance Premium/Private Mortgage</b> field: "Credit: \$_____".</li> <li>Write the total amount of all monies displayed on this line. Use parenthesis when parenthesis are shown to indicate a negative number; i.e. (\$3000.00) and do not include parenthesis when a positive number is displayed; i.e. \$3000.00.</li> <li>Proceed to step 64.</li> </ul>						
	There is no amount,	<ul style="list-style-type: none"> <li>Enter "0".</li> <li>Proceed to step 64.</li> </ul>						
64	Write the amount from the <b>Escrow</b> section <b>Total</b> field in the Director's Script window into the <b>Total Escrow</b> field on the <b>ADA</b> (letter 'Y' in screen shot 2 above).							
	<b>If</b>	<b>Then</b>						
	Balance is 0.	Review <b>ESC ADV/BAL</b> field on the directors script.						
		<table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td> <b>ESC ADV/BAL</b> has a number in parenthesis   Note: (Parenthesis indicates a positive escrow amount) </td><td> <ul style="list-style-type: none"> <li>Enter this amount into the escrow filed on the ADA as a negative number; i.e. (3000.00)</li> <li>Proceed to step 65.</li> </ul> </td></tr> <tr> <td><b>ESC ADV/BAL</b> field does not have a number in parenthesis</td><td> <ul style="list-style-type: none"> <li>Enter 0.00</li> <li>Proceed to step 65.</li> </ul> </td></tr> </tbody> </table>	If	Then	<b>ESC ADV/BAL</b> has a number in parenthesis  Note: (Parenthesis indicates a positive escrow amount)	<ul style="list-style-type: none"> <li>Enter this amount into the escrow filed on the ADA as a negative number; i.e. (3000.00)</li> <li>Proceed to step 65.</li> </ul>	<b>ESC ADV/BAL</b> field does not have a number in parenthesis	<ul style="list-style-type: none"> <li>Enter 0.00</li> <li>Proceed to step 65.</li> </ul>
	If	Then						
<b>ESC ADV/BAL</b> has a number in parenthesis  Note: (Parenthesis indicates a positive escrow amount)	<ul style="list-style-type: none"> <li>Enter this amount into the escrow filed on the ADA as a negative number; i.e. (3000.00)</li> <li>Proceed to step 65.</li> </ul>							
<b>ESC ADV/BAL</b> field does not have a number in parenthesis	<ul style="list-style-type: none"> <li>Enter 0.00</li> <li>Proceed to step 65.</li> </ul>							
65	Select each radio button separately that has a value listed in the modified field.							
66	Click [View DDCH Info] button.							
67	Open SharePoint at: <a href="http://sharepoint.jpnmchase.net/sites/spkwsmprk">http://sharepoint.jpnmchase.net/sites/spkwsmprk</a> .							
68	Click [Shared Documents].							
69	Click [Job Aids].							
70	Open the <i>DDCH Codes</i> sheet.							
71	Return to the Director's Script window.							
72	Compare codes on the Director Script top window to codes listed on the <i>DDCH Codes</i> sheet.							
	<b>If</b>	<b>Then</b>						
	Code from Director Script matches a code highlighted in green on the <i>DDCH Codes</i> sheet	<ul style="list-style-type: none"> <li>Leave as is.</li> </ul>						
	Code from Director Script matches a code highlighted in red on the <i>DDCH Codes</i> sheet	<ul style="list-style-type: none"> <li>Additional research required.</li> <li>Go to step 73.</li> </ul>						
	Code from the director script cannot be located on the <i>DDCH Codes</i> sheet	<ul style="list-style-type: none"> <li>Go to step 78.</li> </ul>						

## Re-Executing the Remediation ADA Director's Script

Step	Action						
73	Access the <b>DDCH</b> screen on MSP.						
74	Press [Tab].						
75	Enter "R" into the <b>C/A Payee</b> field.						
76	Press [Enter].						
	Result: Recoverable corporate advances appear.						
77	Locate codes needing additional research (those on the <i>DDCH Codes</i> sheet highlighted in red and appearing on the Director Script) on the <b>DDCH</b> screen in MSP. Ensure all screens are reviewed using [F7] to scroll forward and [F8] to scroll back.						
	<table> <tr> <th>If</th><th>Then</th></tr> <tr> <td>Found on <b>DDCH</b> screen of MSP</td><td> <ul style="list-style-type: none"> <li>Leave as is.</li> </ul> </td></tr> <tr> <td>Not found on <b>DDCH</b> screen of MSP</td><td> <ul style="list-style-type: none"> <li>Go to step 78.</li> </ul> </td></tr> </table>	If	Then	Found on <b>DDCH</b> screen of MSP	<ul style="list-style-type: none"> <li>Leave as is.</li> </ul>	Not found on <b>DDCH</b> screen of MSP	<ul style="list-style-type: none"> <li>Go to step 78.</li> </ul>
If	Then						
Found on <b>DDCH</b> screen of MSP	<ul style="list-style-type: none"> <li>Leave as is.</li> </ul>						
Not found on <b>DDCH</b> screen of MSP	<ul style="list-style-type: none"> <li>Go to step 78.</li> </ul>						
78	Highlight all <b>DDCH</b> codes outside of those listed on the <i>DDCH Codes</i> sheet.						
79	Click [Remove checked items from list] button.						
80	Review the <b>Rec Corp Adv Bal</b> section on the Director's Script window.						
81	Write the amounts into the following fields on the <i>ADA</i> accordingly: <ul style="list-style-type: none"> <li><b>Broker's Price Opinion/Appraisals</b> (letter 'J' in screen shot 2 above)</li> <li><b>Property Preservation</b> (letter 'K' in screen shot 2 above)</li> <li><b>Property Inspections</b> (letter 'L' in screen shot 2 above)</li> <li><b>Miscellaneous Charges/Credits</b> field (letter 'M' in screen shot 2 above)</li> </ul>						
82	Review the <b>Prev Bankruptcy Fees Costs</b> field on the Director's Script window for an amount (letter 'P' in screen shot 2 above).						
	<table> <tr> <th>If</th><th>Then</th></tr> <tr> <td>Amount appears,</td><td> <ul style="list-style-type: none"> <li>Proceed to step 83.</li> </ul> </td></tr> <tr> <td>Amount does not appear,</td><td> <ul style="list-style-type: none"> <li>Write "0.00" in the <b>Previous Bankruptcy Fees/Costs</b> field on the <i>ADA</i>.</li> <li>Proceed to step 91.</li> </ul> </td></tr> </table>	If	Then	Amount appears,	<ul style="list-style-type: none"> <li>Proceed to step 83.</li> </ul>	Amount does not appear,	<ul style="list-style-type: none"> <li>Write "0.00" in the <b>Previous Bankruptcy Fees/Costs</b> field on the <i>ADA</i>.</li> <li>Proceed to step 91.</li> </ul>
If	Then						
Amount appears,	<ul style="list-style-type: none"> <li>Proceed to step 83.</li> </ul>						
Amount does not appear,	<ul style="list-style-type: none"> <li>Write "0.00" in the <b>Previous Bankruptcy Fees/Costs</b> field on the <i>ADA</i>.</li> <li>Proceed to step 91.</li> </ul>						
83	Access the <b>DDCH</b> screen.						
84	Press [Tab].						
85	Enter "R" into the <b>C/A Payee</b> field.						
86	Press [Enter].						
	Result: Recoverable corporate advances appear.						
87	Review the <b>RSN</b> column to locate foreclosure and bankruptcy codes (descriptions of each code are directly to the right).						
88	Locate the Bankruptcy attorney. Attorney name will be listed under <b>ESC Payee Field</b> . Scroll through all pages using [F8] to go forward and [F7] to go back.						
89	Make note of the attorney name.						
90	Locate the Foreclosure attorney. Attorney name will be listed under <b>ESC Payee Field</b> . Scroll through all pages using [F8] to go forward and [F7] to go back.						
91	Make note of the attorney name.						
92	Determine if the 2 names are different.						
	<table> <tr> <th>If</th><th>Then</th></tr> <tr> <td>The bankruptcy-</td><td> <ul style="list-style-type: none"> <li>Click the [Prev Bankruptcy Fees/Costs] radio button</li> </ul> </td></tr> </table>	If	Then	The bankruptcy-	<ul style="list-style-type: none"> <li>Click the [Prev Bankruptcy Fees/Costs] radio button</li> </ul>		
If	Then						
The bankruptcy-	<ul style="list-style-type: none"> <li>Click the [Prev Bankruptcy Fees/Costs] radio button</li> </ul>						



## Re-Executing the Remediation ADA Director's Script

	attorney name and the foreclosure-attorney name are the same,	<ul style="list-style-type: none"> <li>In the Director's Script window.</li> <li>Click the [View DDCH Info] button in the Director's Script window.</li> <li>Click the radio buttons next to the bankruptcy fees to remove codes.</li> <li>Click the [Remove Checked Items from List] button. Result: The amount in the <b>Modified</b> column becomes "0.00".</li> <li>Proceed to step 93.</li> </ul>
	The bankruptcy-attorney name and the foreclosure-attorney name are not the same,	<ul style="list-style-type: none"> <li>Write the total bankruptcy-attorney fees in the <b>Previous Bankruptcy Fees/Costs</b> field on the ADA.</li> <li>Proceed to step 93.</li> </ul> <p>Note: The state of Pennsylvania does not require previous bankruptcy fees to be included on the ADA.</p>
	The attorney name is blank	<ul style="list-style-type: none"> <li>Click the [Prev Bankruptcy Fees/Costs] radio button in the Director's Script window.</li> <li>Click the [View DDCH Info] button in the Director's Script window.</li> <li>Click the radio buttons next to the bankruptcy fees to remove codes.</li> <li>Click the [Remove Checked Items from List] button.</li> </ul> <p>Result: The amount in the <b>Modified</b> column becomes "0.00".</p> <ul style="list-style-type: none"> <li>Proceed to step 93.</li> </ul>
93	Locate the <b>Suspense</b> field on the Director's Script window (letter 'N' in screen shot 2 above).	
94	Write the suspense amount as a credit (negative number) onto the <b>Suspense</b> field on the ADA.	
	Example: (1,250.00)	
95	Locate the <b>RES ESC</b> field on the Director's Script window (letter 'O' in screen shot 2 above).	
96	Write the amount listed on the <b>RES ESC</b> field onto the <b>Miscellaneous Charges/Credits</b> field as a credit (negative number) on the ADA.	
	Example: (1,250.00)	
97	Write the <b>Total Amount Due</b> field amount from the Director's Script window into the <b>Total</b> field on the ADA (letter 'Q' in screen shot 2 above).	

## Re-Executing the Remediation ADA Director's Script

Step	Action	
98	Review paragraph 5 for the following language, when completing an ADA in the state of Florida, "Attached hereto is a printout from that system setting forth Information concerning the Borrower's loan and the amounts due".	
	If	Then
	Statement Is not present,	<ul style="list-style-type: none"><li>Handwrite the sentence outlined in quotes as the last sentence of paragraph 5 on the ADA.</li><li>Proceed to step 99.</li></ul>
	Statement Is present,	<ul style="list-style-type: none"><li>Proceed to step 99.</li></ul>
99	READ THE ENTIRE ADA and review the ADA for completeness.	
	If	Then
	The ADA is not complete,	<ul style="list-style-type: none"><li>Complete the needed fields.</li><li>Proceed to step 100.</li></ul>
	The ADA is complete,	<ul style="list-style-type: none"><li>Ensure all references of attachments to the ADA are Included.</li><li>Proceed to step 100.</li></ul>
100	Access the FOR3 screen.	
101	Press [Tab] to STEP 092 FINAL JUDGMENT ENTERED.	
102	Enter an "A" Into the ACT field.	
103	Press [Enter].	
104	Enter "Y34" for clients 156 and 465, or "Y74" for client 589 DOCUMENT RE-EXECUTED step.	
105	Enter "092" into the PRED field For clients 156 hWaMu and 465 hChase or "T14" for client 589 hEMC.	
106	Enter "1" into the FLT field.	
107	Enter a period "." Into the REAS field and press [Enter].	
108	Tab to the ACT column of the entered DOCUMENT RE-EXECUTED STEP.	
109	Enter "C" into the ACT column.	
110	Enter the current date into the ACTUAL field and press [Enter].	
111	Access the FOR2 screen.	
112	Press [F5].	
113	Enter "FCDREX" into the LOG CODE field.	
114	Press [Enter].	
	Result: The 'DOCUMENT HAS BEEN RE-EXECUTED' note displays.	
115	Return to the Director Script window and click [OK], which will generate the FC999 letter on PL05 screen in MSP.	
	Note: The FC999 letter will contain the totals from the Director Script used to complete the ADA.	
116	Access the PL05 screen.	
117	Click on the record with the same date as when the Director's Script was ran.	
118	Locate 'FC999 003 (affiant's MSP ID who ran the Director's Script) AMT DUE AFFIDAVIT'.	
119	Enter "X" next to this entry.	
120	Press [F3] to print the first page.	

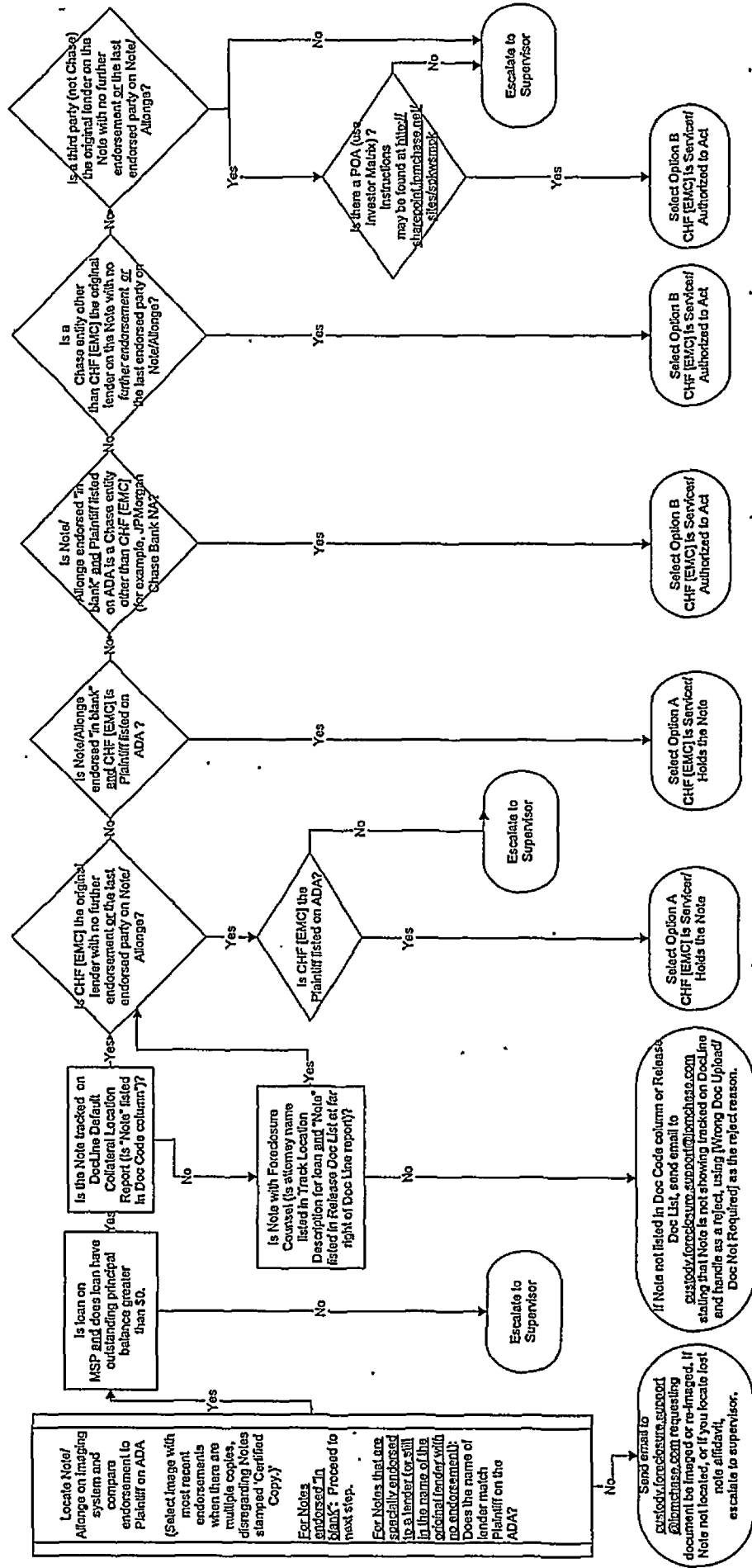
## Re-Executing the Remediation ADA Director's Script

Step	Action
121	Press [F1] to print the second page.
122	Return to <b>PL05</b> .
123	Locate 'FC998 001 (affiant's MSP ID who ran the Director's Script) FC999 page 2'.
124	Enter "X" next to this entry.
125	Press [F3] to print.
126	Obtain the printouts from the printer.
127	Attach the printouts to the back of the <i>ADA</i> .
128	Click [Cancel] when logging out of the Director Script (after ensuring finalization of the screen for the last account worked).
129	Ask a notary to notarize the <i>ADA</i> .
130	Sign the <i>ADA</i> in the presence of a notary and state the required oath "Do you hereby affirm that the Information contained in this document is accurate to the best of your knowledge".
131	Place the affidavit into the QC bin.
132	End procedure.

# Servicer/Holder Flowchart

3/15/2011

In many states, the ADA contains an option to state either:  
 (a) CHF [EMC] is the Servicer of the Loan and Holds the Note (Option "A") or  
 (b) CHF [EMC] is the Servicer of the Loan, and is authorized to act on behalf of the Holder of the Note, (Option "B")  
 Follow these instructions to select the appropriate options. If at any point you are unable to confirm the relevant information or make a required determination, you must escalate to your supervisor.



## Selecting Whether CHF [EMC] is the Servicer/Holder

In many states, the ADA contains an option to state either that:

- CHF [EMC] is the Servicer of the Loan and Holds the Note (Option "A") or
- CHF [EMC] is the Servicer of the Loan, and is authorized to act on behalf of the Holder of the Note. (Option "B")

Follow these instructions to select the appropriate options. If at any point you are unable to confirm the relevant information or make a required determination, you must escalate to your supervisor.

### Step 1: Locate the Note/Allonge

Locate image of the Note/Allonge on applicable imaging system or LPS. Select the Note with the most recent endorsements when there are multiple copies of the Note. Disregard Notes stamped with 'Certified Copy.' If the Note cannot be located, please send an email to [custody.foreclosure.support@jpmchase.com](mailto:custody.foreclosure.support@jpmchase.com) requesting the document. If the Note still cannot be located, or if you locate a Lost Note Affidavit, please escalate to your supervisor.

Compare the Note endorsement with the Plaintiff Listed on the ADA.

- *For Notes endorsed "in blank":* Proceed to Step 2.
- *For Notes that are specially endorsed to a lender (or still in the name of the original lender with no endorsement):* If the name of the lender matches the Plaintiff listed on the ADA, proceed to Step 2. Otherwise, send an email to [custody.foreclosure.support@jpmchase.com](mailto:custody.foreclosure.support@jpmchase.com) requesting the Note and/or Allonge be re-imaged.

**Step 2: Confirm that CHF [EMC] is the servicer and that Chase has possession of (or the ability to obtain possession of) the collateral file.**

- Confirm loan on MSP and outstanding principal balance is greater than \$0.
- Confirm loan is listed on DocLine and that there is a reference to the Note being tracked in DocLine by reviewing the Default Collateral Location Report. Once in the Default Collateral Location Report you will need to validate if the Note is being tracked or if the Note has been sent to the attorney. If the Note is tracked there will be "NOTE" under the Doc Code column. If "Note" is not listed under the Doc Code column, verify if there is an attorney name listed under the Track Location Description corresponding to the loan in question. If there is an attorney name listed under Track Location Description scroll to the right to locate the Release Doc List. If the Note has been sent to the attorney there will be "NOTE" under the Release Doc List. If there is a reference to "Note" on either the Doc Code column or Doc List column proceed to Step 3.
- If there is not a reference to the Note under the Doc Code column or Release Doc List send an email to [custody.foreclosure.support@jpmchase.com](mailto:custody.foreclosure.support@jpmchase.com) stating that the Note is not showing tracked on DocLine and handle as a reject using [Wrong Doc Upload/Doc Not Required] as the reject reason.

**Step 3: Determine Whether to Select Option A or B**

**Select Option A if CHF [EMC] is the Plaintiff Listed on the ADA and:**

- 
- The note/allonge is endorsed "in blank."
  - CHF [EMC] is the original lender on the note with no further endorsements; or
  - CHF [EMC] is the last endorsed party on the note/allonge.

*Note: Notes for FNMA and FHLMC loans are typically endorsed "in blank" and fall in this category.*

**Select Option B if:**

- 
- A Chase entity other than CHF [EMC] is the original lender on the note with no further endorsements. (*For example, JPMorgan Chase Bank N.A.*); or
  - A Chase entity other than CHF [EMC] is the last endorsed party on the note/allonge; or
  - The note is endorsed "in blank" and the Plaintiff listed on the ADA is a Chase entity other than CHF [EMC]; or
  - A third party is the original lender on the note (with no further endorsements) or the last endorsed party on the note/allonge. Please note that in such circumstances, you must also confirm there is a POA using the Investor Matrix. Instructions may be found using the following link, <http://sharepoint.jpmchase.net/sites/spkwsmplk>.

**If the loan does not fall within one of these categories, please escalate to your supervisor.**