



# ROUNDPOINT

MORTGAGE SERVICING CORPORATION

## ESCROW WAIVER / REMOVAL REQUEST FORM

### What is this form used for?

It's used to submit a request to remove the escrow account from your mortgage loan.



This is not the correct form to request removal of Private Mortgage Insurance (PMI) or Mortgage Insurance Premiums (MIP).

### What requirements must be met for me to remove escrow?

- ✓ The terms of the loan and applicable law must allow for escrow waiver.
- ✓ You must not have received a prior mortgage loan modification.
- ✓ You cannot remove escrow if your mortgage was originated, increased, renewed, or extended on or after January 1, 2016 and your property is located in a required flood zone.
- ✓ If your loan is high price or higher priced mortgage loan, your escrow account cannot be removed until your loan reaches a 5 year seasoning period.
- ✓ You must not have been previously approved for an escrow waiver and failed to make all payments timely, as required.
- ✓ You must not have experienced any delinquency in the 12 months immediately preceding the request.
- ✓ You must not have experienced a 60 plus day delinquency in the 24 months immediately preceding the request.
- ✓ You must have met a 24-month aging requirement from either:
  - The date of origination, or
  - Following the completion of a repayment plan, if applicable
- ✓ Your principal balance of the mortgage loan must be less than or equal to 80% of the original appraised value.
- ✓ Your loan cannot have private mortgage insurance (PMI).
- ✓ Your loan cannot be insured by the Federal Housing Administration (FHA).
- ✓ You cannot have a previous lapse in hazard insurance coverage.
- ✓ Your escrow account cannot have been instituted as a result of delinquent property taxes.
- ✓ You cannot have a negative balance in the escrow account.

### What is needed from me?

If you believe you meet the above requirements for removing the escrow account, complete, sign and date below.

First and Last Name: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Property Address: \_\_\_\_\_  
(City, State, Zip Code)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Where do I send the form and what should I do if I have questions?

If you have questions or concerns, please call us at 877-426-8805 to speak with one of our friendly customer service representatives. Submit the fully completed legible form to us by:

**Email:** ServicingHelp@RoundPointMortgage.com

**Fax Toll Free:** 877-776-1112

**Mail:** P.O. Box 19409  
Charlotte, NC 28219-9409