CHECKLIST

Property Tax Escrow Verification Checklist

05

VERIFY TAX

Compare the taxing authority’s bill with the servicer’s projected and paid tax amounts before attributing a payment increase to escrow.

WHEN TO USE	FEDERAL / PRIMARY REFERENCE
Compare the taxing authority’s bill with the servicer’s projected and paid tax amounts before attributing a payment increase to escrow.	12 CFR § 1024.17(k) · 12 CFR § 1024.34(a)

Federal baseline to check

☐ For an escrowed loan covered by Regulation X, the servicer generally must pay property charges on or before the deadline to avoid a penalty while the mortgage payment is not more than 30 days overdue.

☐ If escrow funds are insufficient and the borrower is not more than 30 days overdue, the servicer generally must advance funds for the timely disbursement and may later seek repayment through the deficiency rules.

☐ When the servicer knows the next computation year's charge, it must use that known amount in the escrow estimate.

BORROWER AND LOAN

Borrower name ______________________________	**Property address** ______________________________
Loan/account number ______________________________	**Servicer name** ______________________________

Authority record

Taxing authority / parcel: ____________________ Bill: $__________ No-penalty due date: __________

Notes: ____

Servicer projection

Servicer projected tax: $__________ Analysis date: __________

Notes: ____

Servicer disbursement

Servicer disbursement: $__________ Posted by tax authority: __________

Notes: ____

Mismatch check

Difference / penalty / unresolved posting: ______________________________________

Notes: ____

Attachment checklist

☐ Tax bill or county payment history

☐ Escrow statement

☐ Monthly mortgage statement around the disbursement date

☐ Copy of this completed template retained for your records

☐ Mailing / delivery confirmation retained if sent formally

Use notes

☐ Use the taxing authority's own bill/payment history as the outside source of truth for amount, installment schedule, and due date.

☐ Record whether the tax bill changed because of reassessment, exemption loss, supplemental billing, or installment timing before blaming the escrow calculation.

☐ If a penalty appears, preserve the bill showing the no-penalty deadline and the authority record showing when the payment actually posted.

☐ Keep a complete copy of the completed template and supporting records; send copies rather than irreplaceable originals when copies are sufficient.

PRIMARY SOURCES TO CHECK

12 CFR § 1024.17(k) • 12 CFR § 1024.34(a)

Official links: https://www.consumerfinance.gov/rules-policy/regulations/1024/17/ | https://www.consumerfinance.gov/rules-policy/regulations/1024/34/