ADVANCE WORKSHEET

Servicer Escrow Advance Verification Worksheet

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VERIFY ADVANCE

Reconcile a tax or insurance payment the servicer made when the escrow account did not contain enough money, including the later deficiency analysis and repayment request.

WHEN TO USE	FEDERAL / PRIMARY REFERENCE
Reconcile a tax or insurance payment the servicer made when the escrow account did not contain enough money, including the later deficiency analysis and repayment request.	12 CFR § 1024.17(k) · 12 CFR § 1024.17(f)

Federal baseline to check

- ☐ For escrowed disbursements, the servicer generally must pay on time and advance funds when needed while the mortgage payment is not more than 30 days overdue.
- ☐ After advancing funds for a disbursement not caused by borrower payment default, the servicer must conduct an escrow analysis before seeking repayment of the deficiency under § 1024.17(f).
- ☐ For hazard insurance, insufficient escrow funds alone do not make the servicer unable to disburse the premium under the special rule for borrowers more than 30 days overdue.

BORROWER AND LOAN

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

Underlying bill

Bill/payee: ____________________ Amount: $__________ No-penalty due date: __________

Notes: ____

Escrow balance before payment

Escrow balance before disbursement: $__________ Mortgage payment status then: ____________________

Notes: ____

Servicer advance

Servicer funds advanced: $__________ Disbursement date: __________

Notes: ____

Required analysis

Escrow analysis after advance: __________ Deficiency shown: $__________

Notes: ____

Repayment shown

Repayment treatment / months: __________________ Amount per month: $_________

Notes: ____

Attachment checklist

☐ Tax bill or insurance invoice

☐ Escrow transaction history

☐ Escrow analysis after the advance

☐ Mortgage payment history around the due date

☐ Copy of this completed template retained for your records

☐ Mailing / delivery confirmation retained if sent formally

Use notes

☐ Document delinquency status as of the property-charge due date, not just today's status; the timely-payment rule is tied to how overdue the mortgage payment was then.

☐ Verify that an escrow analysis was performed before the servicer sought repayment of a qualifying advance and compare the resulting deficiency with the ledger.

☐ If the disbursement was hazard insurance and the account was over 30 days overdue, use the insurer/cancellation facts too; the rule has additional limits on when force-placed coverage can be used.

☐ 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 § 1024.17(f)

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