

LOAN MODIFICATION: BULK SPREADSHEET INSTRUCTIONS

APRIL 10, 2015

Refinance with Certificate Modifications Program Bulk Spreadsheet Instructions

These instructions provide guidelines for completing a Loan Modification Bulk Spreadsheet.

Submit individual request forms:

1. Download the Loan Modification Bulk Spreadsheet from [United Guaranty's website](#). The spreadsheet may be found on the [resources page](#).
2. Complete the spreadsheet in its entirety. An incomplete spreadsheet will be returned and could delay the MI decision.
3. Save the document, and email it to loanmods@ugcorp.com.
4. Upon approval, a certificate endorsement for each modification will be sent by email to the email address provided on the spreadsheet.

Please Note: The closing date is important! In order for the modification to become active, the closing date needs to be provided by email to loanmods@ugcorp.com. If the closing date changes, you must notify United Guaranty's Loan Modification Team as soon as possible via email at loanmods@ugcorp.com, or phone **877.642.4642**.

If the modification is declined, we'll notify you using the email address provided on the spreadsheet.

If you have questions, please contact Underwriting Customer Service:

Hours: 8:00 a.m. to 8:00 p.m. EST

Phone: 877.642.4642

Email: loanmods@ugcorp.com

United Guaranty Residential Insurance Company
United Guaranty Mortgage Indemnity Company
230 North Elm Street, Greensboro, NC 27401
877.642.4642 | www.ugcorp.com

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