



Use this form to set up an Escrow Account for your SCB loan.

Before you apply, your loan **MUST** meet the following conditions.

- Escrow Accounts require that both taxes and insurance be included unless the property is a condo. No exceptions.
- Any Taxes or Insurance payments due within the next 60 days must be paid in full. A receipt or a copy of a cancelled check that was used to pay these must be included with this application.
- California properties must pay their supplemental taxes. Suncrest Continental Bank does not escrow supplemental taxes.
- Homeowners are responsible for paying association fees/dues. Suncrest Continental Bank does not escrow association fees/dues.

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Loan Number _____

Please **PRINT** in **CAPITAL LETTERS**

First Name: _____ Middle Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: () _____ ext. _____

The following documents **MUST BE INCLUDED** with this application.

- A copy of Homeowner's Insurance declaration page(s) that shows the policy number, expiration date, and yearly premium amount.
- Declaration must state: Suncrest Continental Bank, its successors and/or assigns, as **First Mortgagee**.
- A copy of receipt or cancelled check showing the Homeowner's Insurance **YEARLY** Premium is paid in full.
- A Statement from your local property tax office that includes
 1. Amount of all taxes.
 2. Due dates of installments.
 3. The statement should indicate that all taxes are paid to date.
- A copy of the Flood Insurance declaration page indicating the yearly premium (if applicable).
- A copy of receipt or cancelled check showing the **YEARLY** Flood Insurance Premium is paid in full (if applicable).

You will be notified by mail of our decision regarding your request. All documents mentioned above must be included with this application. The decision-making process may take up to four weeks, and completion of this form does not guarantee that Suncrest Continental Bank will set up an Escrow Account for your mortgage.

Signature: _____ Date: _____

IMPORTANT INFORMATION

Once complete and signed, please mail or fax to:

Mail: Suncrest Continental Bank | Escrow Setup Department | Mail Stop E-122-3 | 303 Memorial City Way | Houston, TX 77024 Fax: (806) 589-5046