



4141 B Street, Suite 305  
 Anchorage, AK 99503  
 907-272-1541, 907-272-2046  
 www.f-m-i.biz / www.fmi-alaska.biz

Account No.: \_\_\_\_\_

**ADDENDUM TO ESCROW INSTRUCTIONS**

**Exhibit B- Reserves and Bill Paying**

It is the intention of the parties hereto that the Buyer/Payer shall pay to FIRST MORTGAGE, INC., (FMI) funds for Reserves for billing statements due on property. If an underlying loan escrow collection requires taxes and insurance please use Exhibit C.

**Pass-Thru Reserves \***

Initial pass thru: \$ \_\_\_\_\_ Total Monthly Reserve \$ \_\_\_\_\_

Reserves are to pass-thru 100% to \_\_\_\_\_

**Retained Reserves \* \*\* \*\*\***

Initial deposit: \$ \_\_\_\_\_ Total Monthly Reserve \$ \_\_\_\_\_

Insurance premiums  Real property taxes  Personal property taxes  Assessed fees (LID, etc.)

Borough, \_\_\_\_\_  
 Parcel/Tax ID # \_\_\_\_\_  
 Personal Property /LID # \_\_\_\_\_  
 Company/Policy # \_\_\_\_\_  
 Company/Policy # \_\_\_\_\_

**Other Billings for retained reserve program \* \*\* \*\*\***

Initial deposit: \$ \_\_\_\_\_ Total Monthly Reserve \$ \_\_\_\_\_

Disburse to: (specify amount, name & address) \_\_\_\_\_  
 Disburse to: (specify amount, name & address) \_\_\_\_\_  
 Disburse to: (specify amount, name & address) \_\_\_\_\_  
 Disburse to: (specify amount, name & address) \_\_\_\_\_  
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 Disburse to: (specify amount, name & address) \_\_\_\_\_

**ATTENTION**

**ALL BILLING STATEMENTS** must be provided to FMI with appropriate funds immediately to avoid penalties. FMI shall be released from any and all liability, in the event, a reserve shortage incurs any penalties. FMI can be added as a bill payer with your insurance carrier and property tax payee, to receive notices directly from those companies. FMI does not receive any re-assessment of property taxes or LID notices, these billing must be provided to FMI.

As a courtesy, notice of reserve shortage will/may be forwarded to all PARTIES, at the last known address on file. A reserve shortage must be paid immediately to FMI, or paid directly to the billing party and a receipt provided to FMI.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

\* It shall be the sole responsibility of the parties hereto to notify and advise the First Mortgage of any increase or decrease in the amount of the monthly reserve payment. Parties understand that the additional monthly payment may fluctuate from time to time.

\*\* It shall be the responsibility of the parties to deliver to the First Mortgage the insurance premium notices, tax notices and/or any other applicable notices as listed above immediately upon receipt of such notices.

\*\*\* First Mortgage as a courtesy, may inform the BUYER/PAYER by mail, using the last known address, of any increases or decreases that would affect future payments, based upon receipt of the annual insurance premium, annual tax billing and/or any other applicable billings as listed above. First Mortgage shall notify the parties strictly as a courtesy and shall be released of any and all liability for the analyzing of the reserve account. The responsibility for the sum(s) to be paid shall remain with undersigned parties, or their assigns.