THE GLANCESTAR ACQUISITION CENTER(TM)

Portfolio Submission Checklist

Prepare the following summary-level information for an efficient preliminary review of a residential mortgage note or loan portfolio. This checklist is designed for qualified sellers, financial institutions, loan servicers, note brokers, and private lenders.

INITIAL SUBMISSION GUIDELINE: Provide summary-level information only. Do not include Social Security numbers, full loan account numbers, bank account information, passwords, government-issued identification numbers, or other unnecessary sensitive personal information.

1. Seller / Institution Information

Seller / Institution	______________________________
Primary Contact	______________________________
Role / Title	______________________________
Business Email	______________________________
Phone	______________________________

2. Portfolio / Asset Overview

■ Asset type: Individual note / Residential loan portfolio / Institutional portfolio / Seller-financed note	■ Lien position: First / Second / Mixed
■ Number of assets: ____________________	■ Occupancy: Owner / Tenant / Vacant / Mixed / Unknown
■ Property state(s): _________________________________	■ Current servicer / servicing status: ________________________
■ Approx. aggregate UPB: $________________________	■ Indicative asking price, if available: _______________________
■ Loan status: Performing / Re-performing / Non-performing / Mixed	■ Preferred transaction timeline: _____________________________

3. Initial Asset Data to Have Available

■ Property address or city/state information sufficient for preliminary review	■ Current loan status and approximate delinquency status, where applicable
■ UPB and lien position	■ Occupancy status, if known
■ Servicing information	■ Property state(s) and number of assets
■ Collateral/document availability	■ For larger portfolios: an asset tape or summary schedule suitable for preliminary review

Authority to Submit: The submitting party should have authority or appropriate permission to provide the information submitted.

GLANCESTAR NOTE HOLDINGS
ACQUIRE · MANAGE · MAXIMIZE

SUBMISSION & CONFIDENTIALITY GUIDELINES

A Structured Review Process

Glancestar's acquisition process moves from a summary-level introduction to a more detailed review only when appropriate. Submission of an opportunity does not guarantee an offer, pricing, acceptance, due-diligence approval, closing, or transaction.

01	02	03	04	05
Initial Submission	**Preliminary Review**	**Confidential Discussion**	**Due Diligence**	**Closing Coordination**

What May Be Requested After Preliminary Review

- Expanded loan-level data or asset tape
- Payment or servicing history
- Collateral and assignment documentation
- Property valuation information
- Title, lien, foreclosure, bankruptcy, or legal-status information where applicable
- Other due-diligence materials reasonably required to evaluate the opportunity

SENSITIVE INFORMATION & DOCUMENT TRANSFER
Initial submissions should contain only the information necessary for preliminary review. Additional loan-level documentation may be requested following preliminary review and, where appropriate, through an approved confidential or secure document-transfer process.
Do not send unnecessary borrower nonpublic personal information through an initial website form or ordinary email.

Submission Notes

• An initial submission does not, by itself, create a fiduciary, advisory, partnership, joint-venture, agency, attorney-client, or other special relationship.
• Any transaction remains subject to Glancestar's review, due diligence, documentation, approvals, mutually acceptable terms, and definitive agreements where applicable.

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Begin through the Glancestar Acquisition Center(TM) or contact our team for general business inquiries.

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This checklist is provided for general informational and business-development purposes and is not legal, tax, accounting, or investment advice.