

**Commissioner of Accounts for the Fairfax Circuit Court
Foreclosure Cover Sheet**

(Please submit with accounting along with documentation in same order as checklist.)

OWNER(S) AT TIME OF SALE: _____

PROPERTY ADDRESS: _____

NOTEHOLDER #1 _____

SERVICER, IF ANY: _____

SUBORDINATE NOTEHOLDERS: _____

SERVICER, IF ANY: _____

HIGHEST BIDDER: _____

COA
USE
ONLY

DATE OF SALE: _____

TYPE OF SALE: _____

3rd Party Reverted

- 1. Commissioner's Fee (Current fee schedule available at www.fairfaxcommissionerofaccounts.org)

- 2. Original Accounting in clear and concise format of 12 point font or larger. (Check a or b below to indicate the type of accounting filed.)
 - ___ a. Account enclosed is a Final Account. All funds have been disbursed.
 - ___ b. Account enclosed is a Preliminary Account* due to surplus funds pending disbursement. *(Final account due 1 year from date of sale.)

- 3. For 3rd Party Sales Only
 - ___ a. Credit of Proceeds Voucher from noteholder or cancelled check to noteholder
___ Original Trustee's Affidavit required if amount of check to noteholder represents reimbursement for expenses of sale and net proceeds of sale to explain the difference between the amount of the check/wire and the amount credited to the noteholder shown on account. (Sample affidavit available at www.fairfaxcommissionerofaccounts.org)
 - ___ b. Copy of Assignment of Bid (if purchaser on the Memorandum of Sale is not the Grantee on the Trustee's Deed)
 - ___ c. Copy of HUD1 or Closing Disclosure Settlement Statement - fully executed by all parties.
___ Note: Any post-sale interest should be shown on accounting as both a receipt and a separate line item disbursement to noteholder
 - ___ d. Surplus funds sent to junior trust holders - Vouchers/cancelled checks, payoff, original deed of trust note, copy of recorded deed of trust
 - ___ e. Surplus funds sent to all other lienholders - Vouchers/cancelled checks, payoff, supporting documentation.
 - ___ f. Surplus funds sent to borrowers - Voucher/cancelled check.
 - ___ g. Surplus funds sent to Court - Copy of interpleader, signed order & voucher/cancelled check or Clerk's receipt
 - ___ h. Surplus funds sent to VA Unclaimed Funds - Copy of documentation filed with VA Unclaimed Funds and copy of cancelled check.

- 4. Original Promissory Note with valid endorsements and annotated with Credit {*Exception - Not required for condo lien foreclosures*}

- 5. Original Lost Note Affidavit (if original note is unavailable) {*Exception - Not required for condo lien foreclosures*}
 - ___ a. \$165.00 LNA fee
 - ___ b. Credit of Proceeds Voucher from noteholder for reverted sales
 - ___ c. Copy of original note
 - ___ d. Copy of LNA notice(s) sent pursuant to Code Section 55.1-321.B 60-day Agency Contact Info included 14-day
 - ___ e. Certified mail receipts indicating payment amount and date sent or WALZ mailing receipts for all 55.1-321.B notices sent
 - ___ f. Additional \$14.00 clerk's fee for filings between 11-30 pages (includes accounting; affidavit; copy of note; credit of proceeds voucher)
 - ___ g. If note is with a Court, provide an affidavit stating the facts regarding note, copy of note and copy of Court document with case number

- 6. Original Electronic Note Affidavit (when note was created and signed electronically)
 - ___ a. \$165.00 ENA fee
 - ___ b. Credit of Proceeds Voucher from noteholder for reverted sales
 - ___ c. Copy of note
 - ___ d. Copy of ENA notice(s) sent pursuant to Code Section 55.1-321.B 60-day Agency Contact Info included 14-day
 - ___ e. Certified mail receipts indicating payment amount and date sent or WALZ mailing receipts for all 55.1-321.B notices sent
 - ___ f. Additional \$14.00 clerk's fee for filings between 11-30 pages (includes accounting; affidavit; copy of note; credit of proceeds voucher)

- 7. Copy of Recorded Deed of Trust

{see back of page}

- 8. Copy of recorded assignment(s) if needed to follow the chain of title on the note
- 9. Copy of Recorded Substitution of Trustee
- 10. Power of Attorney, if servicer signs for the noteholder or receives funds on behalf of the noteholder
- 11. Original Affidavit of Publication
- 12. Original Trustee's Affidavit of Notice and Copy of Sale Notices -Section 55.1-321.A 60-day Agency Contact Info included 14-day
- 13. Copy of certified mail receipts indicating payment amount and date sent or WALZ mailing receipts for all sale notices sent
- 14. Copy Memorandum of Sale
- 15. Copy of the Recorded Trustee's Deed
- 16. Real estate taxes paid through the sale date - pro-rata and delinquent. Copy of cancelled check or receipt/voucher if claimed on account
- 17. Original Trustee's fee/Commission receipt
- 18. Additional Vouchers/Paid Receipts together with cancelled checks
 - a. Advertising Costs
 - b. Title Examination Costs
 - c. Grantor's Tax: Only grantor's tax portion of cost to record Trustees Deed is allowable
 - d. Regional Congestion Relief Fee (WMATA)
- 19. Copy of Bidding Instructions
- 20. Copy of Pay-off figures good through the sale date - Include breakdowns
 - a. Corporate Advances
 - b. Escrow Advances
 - Note: For HUD loans, accounting should include interest pro-rated to the date of sale
 - Note: Credit to the note shown on accounting should represent the actual amount paid to the noteholder, not the total payoff of the note
- 21. Military Affidavits for all borrowers/Certificate from DOD Manpower Data Center as of the date of sale

Trustee Comments: _____

COA
 USE
 ONLY

MATTER ID: _____ **AUDITED BY:** _____
ACCOUNT POSTED: _____ **PAST 21 / 10 DAY RULES:** _____
DOCUMENTS ATTACHED TO ACCOUNT FOR RECORDING: Trustee's AoN Trustee's Affdvt LNA documents

Auditor Comments: _____

