

DOCUMENT CUSTODY



NTC has made substantial investments in a hi-tech facility that was built with years of experience in document custody. We ensure that your collateral is safe and available both physically and electronically at all times. Process flows for file intake and file pull/ship were built to accommodate the fast turn-time demands of today's environment.

INVENTORY FILE AND REVIEW: NTC's file intake process inventories collateral files, images its contents and identifies remediation needed to perfect the file. This service, incorporated into an overall remediation and exception tracking process, ensures that your files are complete and ready for shipment to a buyer.

SECURE STORAGE FACILITY: With a capacity of up to two million files, NTC's vault satisfies custodial requirements including (1) two-hour fire rating, (2) UL fire-rated floor space, (3) security system with controlled badge access and (4) Radio Frequency Identification (RFID) for file locating and tracking.

COMPREHENSIVE DOCUMENT TRACKING: NTC has integrated tracking the receipt and status of files and documents across all services. Therefore, if an order is received for any ancillary service, the status of the collateral file will be considered and then updated accordingly. For example, when NTC receives a recorded assignment, it will be inserted into the collateral file and the collateral records will be updated to reflect the new lender of record, if appropriate. This integration will maintain an accurate record of all loans at all times regardless of their disposition.

TRAILING DOCUMENTS: NTC images and indexes every document received. This information is then updated to each loan record to reflect not only receipt, but also the impact to the collateral exception report and the status of the file. This process is also responsible for making sure that the image file retained by NTC is an exact match to the paper file at all times.

IMAGING AND INDEXING: NTC has both in-house and on-location imaging services that not only support the contracted services, but also support special projects as needed. NTC will integrate with servicer's and/or buyer's imaging platform to provide images of both collateral files and curative documents in a format that can be easily ingested.

Is your custody process complete? Why settle for just file storage and inventory of collateral when NTC can offer a complete solution when combined with other NTC services?