Insurance Claim Checks – Yours, Ours, and Repairs

For Homeowner’s.

Why is my insurance claim check payable to both Meridian Trust and me?
Because Meridian Trust loaned the money using your house as collateral. We have similar goals in mind in ensuring that the house is restored back to its preexisting condition.

My homeowner’s insurance claim is $10,000 or less?
If your mortgage payments are current, please mail or drop off the unendorsed check along with the following documents:

- Copy of the letter from the insurance company received with the check
- Insurance Adjuster’s Report
- Signed Certification of Intent to Repair/Homeowner Completed Repairs (see next page)

Upon receipt of all the above documents, we’ll endorse and return your check with five business days. If our mortgage payments are not current, please call us at 1-800-726-5644 for assistance in processing your claim.

What if my claim is above $10,000?
If your mortgage payments are current, please mail or drop off the unendorsed check along with the following documents:

- Copy of the letter from the insurance company received with the check
- Insurance Adjuster’s Report
- Copy of Contractor’s Estimate & Contract Agreement by a licensed and insured contractor
- Completed and signed by Contractor(s) Conditional Waiver of Lien
- Signed Member’s Affidavit Repair Certification

The first $5,000 or 1/3rd (whichever is greater) will be disbursed payable to all borrowers and the contractor to begin the repairs.

The second disbursement will be the second $5,000 or 50% (whichever is greater) of the 50% of the repairs that have been completed.
The final disbursement will be on the remaining claim funds upon 100% of the repairs are completed.

Where should I send my claim check and documents?

Overnight Delivery:        First Class Delivery
Meridian Trust            Meridian Trust
Attn:  Loan Servicing     Attn:  Loan Servicing
2223 Warren Avenue        PO Box 548
Cheyenne, WY  82001        Cheyenne, WY  82003

May I go to a local branch?
You may take your claim checks to any Meridian Trust branch along with all the required documents for endorsement if the claim is less than $10,000. Branch Managers can assist you.

Who can assist me?
Loan Servicing and Branch Managers

Processing for claims may take 3 – 5 business days. There may be times where we will require further due diligence to process claim checks or require an extended checkhold.
**Certification of Intent to Repair/Homeowner Completed Repairs**
(Completed and Certified by Member/Owner of Collateral)

<table>
<thead>
<tr>
<th>Loan or Account Number</th>
<th></th>
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<tbody>
<tr>
<td>Owner(s) of Property</td>
<td></td>
</tr>
<tr>
<td>Member(s) Name if Different from Owner(s) of Property</td>
<td></td>
</tr>
<tr>
<td>Property’s Full Address or Vehicle Description</td>
<td></td>
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<tr>
<td>Name of Insurance Company Issuing Check</td>
<td></td>
</tr>
<tr>
<td>Amount of Insurance Claim Check</td>
<td>$</td>
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| Type of Repairs or Loss |                       |
| Date of Loss or Damage  |                       |

I/We hereby certify that the above reference insurance claim check will be used to repair the damage in a workmanlike manner. No material or labor liens will occur as a result of repairs performed or materials used.

______________________________   _____________________
Member/Owner Signature       Date

______________________________   _____________________
Member/Owner Signature       Date
# Conditional Waiver of Lien

<table>
<thead>
<tr>
<th>Name of Owner(s)</th>
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<table>
<thead>
<tr>
<th>Property’s Full Address</th>
</tr>
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<tr>
<th>Name of Contracting Company Providing Materials, construction, alterations, &amp;/or labor for the above referenced property</th>
</tr>
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<table>
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<tr>
<th>Contact Information for Company</th>
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<table>
<thead>
<tr>
<th>General description of repairs made on property</th>
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The undersigned Owner of Company or Authorized Signer of the Contracting Company hereby agrees to release and/or waive any and all claims of lien of labor and/or materials used in the construction, erection and/or alteration of the building situated on the above referenced property address.

Signed this ____ day of ___________________________, 20___.

By Owner/Authorized Signer of Contracting Company:

Signature: ___________________________________________

Print Name: ___________________________________________

Signer’s Title: ______________________________

Notary Public Acknowledgement

_______________________________________ My Commission Expires:

Notary Public
Meridian Trust Federal Credit Union Member’s Affidavit

To be completed by the Member/Owners of Collateral

I/We _______________________________________________________ declare(s)

that the damages which occurred to the premises located at:

Property Address: ________________________________________________

Have been satisfactorily repaired or will be repaired by Contractor (Name of Company):

_________________________________________________________________

And that all bills on the account for labor and materials have been paid or will be paid
and that there is no possibility of mechanic’s or material’s lien.

_________________________________________________________________

Member’s Signature

_________________________________________________________________

Member’s Signature

Notary Public Acknowledgement

SIGNED, before me, Notary Public on this ______ day of ____________________,
20__.

_______________________________________
Notary Public

My Commission Expires: