HOW TO RETURN DOCUMENTS

Returning documents is simple.

WEB

PREFERRED - Log into or create your account at www.communityloanservicing.com and use the "Upload Documents" feature to quickly upload your documents (preferably in ".PDF" format). They will automatically be filed with your account and instantly ready for review by Community. Plus, you'll see a list of all the documents you've uploaded. If you don't have an online account yet, it only takes a moment to create one.

ALTERNATIVE - Visit https://secure.communitydocumentportal.com/ to access our secure document portal. Once you provide the required authentication info (loan number, last four digits of your SSN, and the property on the loan's ZIP code) you will be able to upload documents without having to login or register on our website. PLEASE NOTE: While you will be able to upload your documents here, you will not have access to all of the benefits of registering on our full website, such as making payments, seeing loan information, and accessing existing statements.

SMARTPHONE

PREFERRED - Visit your app store and download the Community Loan Servicing Mobile App (currently available for Apple and Android). Once you have downloaded the app, and logged into or created your account, please follow the prompts to the Documents Center and the "Upload Documents" section.

FAX

You can fax documents to Community at **(855) 330-8077**. Please include your Community Account Number at the top of each page so we can promptly review your documents.

MAIL

You can mail your documents to Community at the below address. Please include your Community Account Number at the top of each page so we can promptly review your documents. **Please note**: typical USPS timeframes for delivery will apply.
Community Loan Servicing, LLC
Attn: Loss Mitigation Documents
4425 Ponce de Leon Blvd., 5th Floor
Coral Gables, FL 33146

EMAIL

You may scan your documents (preferably in PDF format) and attach them to an e-mail, and send to **LossMitDocs@communityloanservicing.com**. Please include your Community Account Number at the top of each page so we can promptly review your documents.

IMPORTANT! Make sure to reference your Community Account Number on the top of each Returned Document.