



# UPDATE EXPRESS REQUEST FORM

**\* REQUIRED FIELDS**

## CLIENT INFORMATION

\*CLIENT NAME \_\_\_\_\_ \* DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

CLIENT CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_-\_\_\_\_-\_\_\_\_ NUMBER OF PAGES \_\_\_\_\_

BY SIGNING THIS FORM, I UNDERSTAND I WILL BE CHARGED \$30.00 PER INDIVIDUAL & \$50.00 PER JOINT TRADELINE FOR EACH BUREAU SELECTED BELOW REGARDLESS OF THE CREDIT BUREAUS TURNAROUND TIME, ACCEPTANCE OF DOCUMENTATION, OR IMPACT ON SCORE. SARMA REQUIRES AT LEAST 24HRS TO VERIFY ATTACHED DOCUMENTATION, & THE BUREAU(S) REQUIRE 72 HRS TO UPDATE THE FILE  
**IMPORTANT NOTICE: FILES PREVIOUSLY SUBMITTED THROUGH LP(FREDDIE MAC) WILL NOT BE RE-ISSUABLE. A NEW REPORT WILL NEED TO BE PULLED.**

\*REQUESTED BY \_\_\_\_\_ \*AUTHORIZED SIGNATURE \_\_\_\_\_

## BORROWER INFORMATION

\*BORROWER NAME \_\_\_\_\_

\*CURRENT ADDRESS \_\_\_\_\_

\*SOCIAL SECURITY NUMBER \_\_\_\_-\_\_\_\_-\_\_\_\_ DATE OF BIRTH \_\_\_\_-\_\_\_\_-\_\_\_\_

\*CO-BORROWER NAME (IF APPLICABLE) \_\_\_\_\_

\*SOCIAL SECURITY NUMBER \_\_\_\_-\_\_\_\_-\_\_\_\_ DATE OF BIRTH \_\_\_\_-\_\_\_\_-\_\_\_\_

## UPDATE(S) REQUESTED

ACCOUNT NAME \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

REQUEST UPDATE TO APPLICANT:  TU  EQUIFAX  EXPERIAN

REQUEST UPDATE TO CO-APPLICANT:  TU  EQUIFAX  EXPERIAN

TYPE OF UPDATE: \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

REQUEST UPDATE TO APPLICANT:  TU  EQUIFAX  EXPERIAN

REQUEST UPDATE TO CO-APPLICANT:  TU  EQUIFAX  EXPERIAN

TYPE OF UPDATE: \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

REQUEST UPDATE TO APPLICANT:  TU  EQUIFAX  EXPERIAN

REQUEST UPDATE TO CO-APPLICANT:  TU  EQUIFAX  EXPERIAN

TYPE OF UPDATE: \_\_\_\_\_

**SEND COMPLETED FORM & CREDIT DOCUMENTATION TO :**

**EMAIL: [MORTGAGE@SARMA.COM](mailto:MORTGAGE@SARMA.COM) OR FAX: 800-999-3921**

**-PLEASE READ IMPORTANT INSTRUCTIONS ON REVERSE SIDE OR SEPARATE PAGE -**



## UPDATE EXPRESS

THIS SERVICE UPDATES A CONSUMER'S PERSONAL FILE AT THE REPOSITORY LEVEL NORMALLY WITHIN 72 HOURS AFTER DOCUMENTS HAVE BEEN VERIFIED BY SARMA. SARMA REQUIRES AT LEAST 24 HRS TO AUTHENTICATE ALL DOCUMENTATION.

- COST FOR THE UPDATE EXPRESS SERVICE:  
 \$30.00 FOR UPDATES PER INDIVIDUAL-PER TRADELINE-PER BUREAU  
 \$50.00 FOR UPDATES ON A JOINT ACCOUNT-PER TRADELINE-PER BUREAU

-----IMPORTANT: CHARGES WILL BE ASSESSED REGARDLESS OF THE CREDIT BUREAUS TURNAROUND TIME, ACCEPTANCE OF DOCUMENTATION OR IMPACT ON SCORE -----

### PROCEDURES

1. COMPLETE THE UPDATE EXPRESS REQUEST FORM, FILING OUT ALL PERTINENT INFORMATION. THE FOLLOWING FIELDS ARE REQUIRED TO BE COMPLETED:
 

-CLIENT NAME	-BORROWER'S NAME
-CLIENT CODE	-BORROWER'S COMPLETED MAILING ADDRESS
-REQUESTED BY	-BORROWER'S SOCIAL SECURITY NUMBER
-AUTHORIZED SIGNATURE	-CO-BORROWER'S NAME, ADDRESS, SOCIAL SECURITY NUMBER (IF APPLICABLE)
2. FAILING TO COMPLETE ANY OF THE REQUIRED FIELDS LISTED ABOVE MAY RESULT IN A DELAY, OR MAY RESULT IN NOT BEING ABLE TO PROCESS OR COMPLETE YOUR REQUEST.
3. ACCEPTED DOCUMENTATION:
  - A SIGNED LETTER FROM CREDIT GRANTOR AUTHORIZING CORRECTION. MUST BE ON THEIR LETTERHEAD, INCLUDE BORROWER'S FULL NAME, ACCOUNT NUMBER, AND SPECIFY NATURE OF UPDATE (I.E., ACCOUNT CLOSED, LATE PAYMENT ON SPECIFIC MONTH AND YEAR TO BE DELETED, ETC.)
  - CERTIFIED COURT DOCUMENTS (RELEASE OF LIEN, BANKRUPTCY PAPERS, SATISFACTION OF JUDGEMENT, ETC.)  
 PLEASE NOTE: TRANSUNION, EXPERIAN AND EQUIFAX WILL NOT ACCEPT THIRD PARTY DOCUMENTATION.
4. FAX THE REQUEST FORM AND ALL CREDITOR DOCUMENTATION TO: 1-800-999-3921
5. ALL REQUESTS ARE NORMALLY PROCESSED WITHIN 72 HOURS (BUSINESS DAYS MONDAY - FRIDAY).
6. SARMA REQUIRES AT LEAST 24 HRS TO AUTHENTICATE ALL DOCUMENTS PRIOR TO SUBMITTING TO THE CREDIT BUREAU(S). IF ANY ISSUES ARISE REGARDING THE DOCUMENTATION SUBMITTED, SARMA WILL CONTACT THE CLIENT.

### POINTS TO CONSIDER

- REPOSITORIES RECEIVE FILE UPDATES ON A DAILY BASIS.
- REACCESSING A CONSUMER'S FILE AFTER AN UPDATE HAS BEEN COMPLETED DOES NOT GUARANTEE A HIGHER CREDIT SCORE. THIS COULD BE DUE TO ADDITIONAL INFORMATION UPDATED ON OTHER TRADELINES SINCE THE ORIGINAL PULL (I.E., NEW CHARGES, INCREASED BALANCES, RECENT LATE PAYMENTS, AS WELL AS NEW TRADELINES).
- BUREAUS MAY NOT RESPOND WITH 72HRS, PENDING CREDITOR VERIFICATION OR CONFLICT OF INFORMATION.
- REFER TO REASON FACTORS THAT ARE ASSOCIATED WITH THE CREDIT SCORE TO DETERMINE WHAT HAS THE MOST IMPACT ON THE CREDIT SCORE.
- \* USING THE CREDITXPRT TOOLS THAT ARE ALSO AVAILABLE THROUGH SARMA WILL HELP YOU DETERMINE IF THE CHANGES YOU ARE MAKING WILL GIVE YOU THE RESULTS YOU NEED.
- \* RESULTS MAY NOT BE PERMANENT IF THE CREDITOR DOES NOT UPDATE THEIR DATA THAT THEY SUBMIT TO THE BUREAUS EACH MONTH. CONSUMERS SHOULD REQUEST THAT THE CREDITOR UPDATE ALL RECORDS.