



## Recast Request Form

Attention:

Loan Servicing

Email: [customerservice@guardiansavingsbank.com](mailto:customerservice@guardiansavingsbank.com)

Phone: 513-842-0972

Fax: 513-741-6255

### What is a recast?

- A recast is a loan modification offered by Guardian Savings Bank that re-amortizes a loan after a large principal deposit has been made, resulting in a lower principal and interest payment keeping all other terms of the loan the same.

### Prerequisites:

- Submit this form with all fields completed
- Pay a \$100.00 Modification Fee
- Pay a principal reduction\* deposit via check or wire
- Ensure you have paid your current monthly payment, if it is past the 15<sup>th</sup> you will need to pay the next month's payment as well

**Upon fulfillment of the prerequisites, your account will be reviewed and you will be sent a Note Modification Agreement in the mail that all borrowers must sign and return to Guardian at our Mt. Airy Branch located at 2774 Blue Rock Road Cincinnati OH, 45239-6333.**

### RECASTS WILL BE FINALIZED WHEN THE ORIGINAL NOTE MODIFICATION AGREEMENT IS RECEIVED

If you have any questions or concerns, please reach out to our Loan Servicing Department at 513-842-0972.

Customer Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

This letter is to request a recast for our loan #: \_\_\_\_\_

With the principal reduction\* deposit of: \$ \_\_\_\_\_

*\*Principal reduction must be at least \$10,000.00 and paid within the last twelve months. Other restrictions may apply.*

**If applicable, to request PMI removal due to the principal reduction, YOU MUST CONTACT the Escrow Department for further information at 513-842-0971 or [escrow@guardiansavingsbank.com](mailto:escrow@guardiansavingsbank.com)**

### ALL PREREQUISITES MUST BE SATISFIED PRIOR TO THE 15<sup>TH</sup> OF THE MONTH TO BE EFFECTIVE FOR THE NEXT MONTH'S PAYMENT

X

\_\_\_\_\_  
Signature

X

\_\_\_\_\_  
Signature

Best way to contact you (phone number and/or email):

\_\_\_\_\_