



**CITADEL**  
SERVICING CORPORATION

## **Marketing Material Request Form**

This form is to be used by all Citadel Servicing Corporation (“CSC”) employees to request development of any and all advertising, marketing, or promotional materials, including on materials posted to social media. CSC employees are **NOT** to issue, produce, post, or in any way distribute marketing materials that have not been approved in advance by the Marketing, Legal and Compliance Departments.

All fields on this form should be filled out as much as possible. A completed form with any supporting documents should be submitted via email to: [marketing@citadelservicing.com](mailto:marketing@citadelservicing.com).

Please allow for a turnaround time of 10-12 business days when requesting marketing materials. You may be contacted by a member of the Marketing Department regarding your request.

### **Contact Information**

Department Name: \_\_\_\_\_

Requestors Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

### **Project Specifications**

**This is a(n):**

- ☐ New project
- ☐ Update on project name: \_\_\_\_\_

**Type of project\*:**

*If requesting multiple pieces, select all that apply.*

- ☐ Flyer
- ☐ Mailer piece
- ☐ Video
- ☐ Print Advertisement
- ☐ Webpage Post
- ☐ Social Media Post
- ☐ Other: \_\_\_\_\_



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**Target Audience\*:**

- ☐ Brokers
- ☐ Correspondents
- ☐ Potential Borrowers
- ☐ Current Borrowers
- ☐ General Public
- ☐ Other: \_\_\_\_\_

**Relevant Information:**

*Include any relevant background information.*

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**Message:**

*What is the focus of the advertisement?*

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**Additional Specifications:**

Estimated Quantity\*: \_\_\_\_\_

Requested Due Date: \_\_\_\_\_

States materials will be distributed in\*:

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Dates that the materials will be in circulation\*:

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\* = This field must be filled out prior to submission.