

Loan Modification Package Checklist

- Hardship Letter
 - A “Hardship Letter” is a brief letter written by you, the homeowner, that briefly describes the reason for your hardship situation.
 - Enclosed please find a sample letter - DO NOT just fill in the blanks on the form
- Paycheck Stubs/Statements
 - **Must** have the past 30 days of paycheck stubs/statements
 - **Must** be the most recent.
 - If you are self-employed, a 6-month Profit & Loss Statement is needed.
- Tax Returns
 - Copies of your two most recent tax returns (not W-2s)
 - You will only need Form 1040 (two pages, “the summary of your taxes”)
- Bank Statements
 - Last three months bank statements
 - **Must** include all pages of the bank statement
 - **Must** have your personal information printed on it (name, address, etc.)
- Financial Statement/Budget (see attached form)
 - Complete the two page financial analysis form and sign & date
 - **PLEASE NOTE:** Most banks and bank employees will not read this document in detail. **HOWEVER**, in the rare occurrence that it does happen, the bank or bank employee is looking to see that your monthly obligations equal or exceed your monthly income.
- No Information Waiver (if necessary)
 - Please sign and date on the appropriate sections(s) of this form **only if** one or more of the following apply:
 - You are not employed or cannot provide Paystubs
 - You have not filed your taxes or cannot provide Tax Returns
 - You do not have Bank Statements or cannot provide Bank Statements
- **Label Each Page With Your Name and Loan Number.** One of the most common complaints among homeowners is that the mortgage company loses their documents. You can help your own cause by writing your name and loan number on each page of every document.

FINANCIAL ANALYSIS

Property Address: _____

City: _____ State: _____ Zip: _____

Borrower's Name: _____

Date of Birth: _____ SSN: _____

Mailing Address: _____

Co Borrower's Name: _____

Date of Birth: _____ SSN: _____

Mailing Address: _____

How Many People in your household including self? _____

	Borrower 1	Borrower 2
Monthly Employment Income	<input type="text"/>	<input type="text"/>
Pay Frequency	<input type="text"/>	<input type="text"/>
Monthly Government Income	<input type="text"/>	<input type="text"/>
Monthly Unemployment Income	<input type="text"/>	<input type="text"/>
OTHER:		
Monthly Rental Income	<input type="text"/>	
Monthly Alimony Income	<input type="text"/>	
Monthly Child Support Income	<input type="text"/>	
TOTAL MONTHLY INCOME	\$ _____	- _____

I (We) understand that the financial information provided is an accurate statement of my (our) loan financial status.

By: _____ Date: _____
Signature of Borrower

By: _____ Date: _____
Signature of Co-Borrower

MONTHLY EXPENSES

Family Expenses:

Auto Maintenance	
Food	
Medical/Dental	
Alimony/Child Support Paid	
Child Care	
Entertainment	
Tuition/School	
Other Monthly Family Expenses	
Total Family Expenses	

Home Expenses:

HOA Dues	
Taxes	
Home Repairs	
Other Monthly Home Expenses	
Total Home Expenses	

Utilities:

Cable	
Electricity	
Natural Gas	
Phone/Internet	
Sewer/Water	
Other Monthly Utilites Expenses	
Total Utiliites Expenses	

Work Expenses:

Dry Cleaning	
Parking	
Union Dues	
Other Monthly Work Expenses	
Total Work Expenses	

Insurance:

Auto Insurance	
Health Insurance	
Life Insurance	
Other Monthly Insurance Expenses	
Total Insurance Expenses	

Contributions:

Church/Charity	
Other Monthly Contribution Expenses	
Total Contribution Expenses	

Debt-Auto:

Auto Pmt 1	
Auto Pmt 2	
Total Auto Pmts	

Debt - Credit Card:

CC Pmt 1	
CC Pmt 2	
CC Pmt 3	
CC Pmt 4	
Total Monthly CC Pmts:	

Debt - Mortgages:

1st Lien Residence	
2nd Lien Residence	
Student Loan Pmts	
Other Monthly Loan Pmt	
Other Monthly Loan 2 Pmt	
Total Monthly Loan Pmts:	

ASSETS

Home	
Checking Account	
TOTAL ASSETS	

Total Expenses:

Total Debt

Total Expenditures:

Total Income:

Montly Expense/Income

Monthly Debt/Income

Copies of last 3 Pay Stubs

I/We are unemployed or do not have Pay Stubs to provide.

Borrower Signature Dat e

Co-Borrower Signature Dat e

Copies of last 3 months Bank Statements

I/We no longer have a bank account or are unable to provide Bank Statements.

Borrower Signature Dat e

Co-Borrower Signature Dat e

Copies of last 2 Years Tax Returns

I/We have not done my/our taxes for the past 2 years or we are unable to provide tax returns.

Borrower Signature Dat e

Co-Borrower Signature Dat e