

PNC Mortgage

Requirements from Borrower:

3rd Party Authorization (attached)
Most recent tax return (Please include all schedules and W2)
2 most recent pay stubs
2 months most recent bank statements
Hardship letter (attached or typed)
Financial Statement (attached-completed to its entirety)
Mortgage Statement for all loans
HOA info on Short Sale Information Summary attached)
Utility Bill

Please forward them to

Gabriela Hanson
7065 Indiana Ave, Ste 200
Riverside, Ca 92506
Email to gabby@shortsaleprocessor.org
Fax to 951-346-0492 Attn: Gabby

Thank You for your cooperation



Short Sale Information Summary

Property Address:		
Borrowers Name:	Last 4 social #:	
Co-Borrowers Name:	Last 4 social #:	
Mailing Address:	Home #	
Borrower Mobile #:	Co-Borrower Mobile #:	
Tenants (if any):	Tenants #:	
1st Note:		
	Loan #:	
# months delinquent:		
Notice of Default Filed: Y N	Date issued:	
Notice of Trustee Sale filed: Y N		
2nd Note:		
	Loan #:	
# months delinquent:		
Notice of Default Filed: Y N	Date issued:	
Notice of Trustee Sale filed: Y N		
3rd Note:		
	Loan #:	
# months delinquent:		
Notice of Default Filed: Y N	Date issued:	
Notice of Trustee Sale filed: Y N		
Brief Reason for Default:		
HOA Info & phone #:	# months delinquent:	
Property taxes : current // delinquent // impounded	Annual Tax:	
Escrow Co.:		
	Escrow Contact:	
Main #:	Fax #	Email:
Title Company:		Title Rep:

THIRD PARTY AUTHORIZATION FORM

I hereby authorize _____ to discuss the account with the individual(s) that I have identified below as my designated agent(s) (hereinafter the "Designated Agent"). Further, _____ is hereby authorized to negotiate the terms of a work-out agreement with my Designated Agent and to deliver documents to my Designated Agent which concern my request for payment assistance and change of loan terms. I understand that I will be fully responsible for reviewing any information that is sent by _____ to my Designated Agent. This Authorization will remain effective until I specifically notify _____ in writing that this authorization is no further in force and effect.

**My Designated Agents Are: Keller Williams Realty
7065 Indiana Ave Ste 200, Riverside, CA 92506**

Gabriela Benitez-Hanson _____

951-329-9119 ext 304

Phone #

Gabriel Gonzalez _____

951-329-9119 ext 304

Phone #

Phone #

Loan # _____

Last Four digits of SSN _____

Date: _____

Borrower

Date: _____

Coborrower

Financial Worksheet

	Amount		Amount
Question Panel			
How many people are in your household (including yourself)		How much do you have in Voluntary Funds?	
Income			
Borrower # 1 Monthly Income from Employment		Borrower #1 - Frequency of Pay Period	
Borrower # 1 Monthly Governmental Benefits & Insurance Income		Borrower # 1 Monthly Unemployment Income	
Borrower # 2 Monthly income from Unemployment		Borrower # 2 Frequency of Pay Period	
Borrower # 2 Monthly Governmental Benefits & Insurance Income		Borrower # 2 Monthly Unemployment Income	
Monthly Rental Income		Monthly Alimony Income	
Monthly Child Support Income		Other Monthly Income Description	
Other Monthly Income		Total Monthly Income	
Expenses Family			
Monthly Auto Maintainence		Monthly Food	
Monthly Medical/Dental		Monthly Alimony Paid	
Monthly Child Support Paid		Monthly Child Care	
Monthly Entertainment		Monthly Tuition School Expenses	
Other Monthly Family Expenses Description		Other Monthly Family Expenses	
Total Monthly Family Expenses			
Home			
Monthly Taxes		Monthly Home Repairs	
Other Monthly Home Expenses Description		Other Monthly Home Expenses	
HOA Monthly DUES		Total Monthly Home Expenses	
Utilities			
Monthly Cable TV		Monthly Electricity	
Monthly Natural Gas		Monthly Phone/Internet	
Monthly Sewer/Water		Other Monthly Utility Expenses Description	
Other Monthly Utility Expenses		Total Monthly Utility Expenses	
Work			
Monthly Dry Cleaning		Monthly Parking	
Monthly Union Dues		Other Monthly Work Expenses Description	
Other Monthly Work Expenses		Total Monthly Work Expenses	

Insurance			
Monthly Auto Insurance		Monthly Health Insurance	
Monthly Life Insurance		Other Monthly Insurance Description	
Other Monthly Insurance Expenses		Total Monthly Insurance Expenses	
Contributions			
Monthly Church/Charity Contributions		Other Monthly Contributions Expenses Description	
Other Monthly Contributions Expenses		Total Monthly Contributions Expenses	
Debt - Auto			
Monthly Auto Payment 1		Monthly Auto Payment 2	
Total Monthly Auto Payments			
Debt - Credit Card			
Monthly Credit Card Payment 1		Monthly Credit Card Payment 2	
Monthly Credit Card Payment 3		Monthly Credit Card Payment 4	
Total Credit Card Payment			
Debt - Mortgage			
1st Lien Monthly Payment Resident		2nd Lien Monthly Payment Resident	
Monthly Student Loan Payments		Other Monthly Loan 1 Description	
Other Monthly Loan 1 Payment		Other Monthly Loan 2 Description	
Other Monthly Loan 2 Payment		Total Monthly Mortgage/Loans	
Assets			
Home		401 K Accounts	
Automobile		Checking Account	
Savings Account		IRA/Keogh Accounts	
Stocks/Bonds		Motor Home/Travel Trailers	
Other Recreational Vehicles		Real Estate	
Other Asset Descriptions		Other Assets	
Asset Total			

Please complete to the best of your knowledge and complete to it entirety.

Explanation of Hardship

What changes or events have occurred since your loan originated that have caused you to fall behind?

Lined area for writing the explanation of hardship.

When did the change(s) and/or event(s) occur?

Lined area for writing the date of the change(s) and/or event(s).

Do you anticipate any improvement in your financial situation in the near future?

Y_____ N_____

Acknowledgement:

I (we) acknowledge that the financial information provided is an accurate statement of my (our) financial status.

By:_____ Date:_____

Signed Borrower

By:_____ Date:_____

Signed Co-Borrower
