

Foreclosure Mediation Financial Documentation Checklist

PLEASE BRING THE FOLLOWING ITEMS TO YOUR DOCUMENT COLLECTION/HOUSING COUNSELOR APPOINTMENT:

- Proof of income for each borrower for past 30 days at time of mediation (pay stubs, W-2 forms)**
 - 2 most recent paystubs (bi-weekly)/ or YTD P&L Statement if have own business
 - SSI/Pension/Unemployment Award Ltr – showing monthly amt. & end date if any
- Past 2 bank statements for each borrower** (ie. Current month and last month at time of appointment)
Must be actual bank statement or PDF of bank statement/not a print-out of online account history
- Past 2 years' tax returns**
 - 2014 Tax Return – SIGNED (even if e-filed) & DATED
 - 2015 Tax Return – SIGNED (even if e-filed) & DATED
- Copy of a current utility bill** (at time of appointment – within past 60 days)
- A signed letter describing what has caused financial hardship** (dated within past 60 days)
- Real estate tax bill and proof of payment if taxes are not escrowed**
- Declarations page for private homeowner's insurance, if any**
- Mortgage Servicer Statement or Correspondence containing Loan Number**
- Circuit Court Summons and Complaint**
- Letters documenting any contributions from others towards household expenses**
 - Signed/dated contribution letter if a non-borrower is paying a set amount toward expenses
 - Lease agreement for rental property
 - Documentation regarding other income (Alimony, Child Support – need award letter & 2 months most recent statements showing deposit in acct or to debit card.)
- Proof of any expected income for the next 60 days**
- Proof of any other assets**
- Proof of any debt that has been satisfied (student loan deferrals, credit card write-off)**
- If you are divorced and your former spouse was on your mortgage, please bring a copy of**
 - Marital Settlement Agreement
 - Findings of Fact, Conclusions of Law & Judgment of Divorce
 - Recorded Quit Claim Deed

YOUR DOCUMENT SPECIALIST/HOUSING COUNSELOR WILL PROVIDE AND HELP YOU COMPLETE THE FOLLOWING FORMS:

- Uniform Borrower Assistance Form (Form 710)
- Request for Modification Affidavit (RMA) - for MHA/HAMP - Signed & dated by borrower(s)
- Dodd-Frank Certification - Signed & dated by borrower(s)
- Lender specific forms
- 4506T -Signed & dated by borrower(s) within past 90 days at time of mediation
- Budget worksheet of monthly expenses (even if included on RMA) - Signed & dated by borrower(s)
- DMM Authorization Form