SHORT SALE INFORMATION PACKET



In order for us to evaluate your Short Sale request, you must complete this packet, sign in all the required places and fax or mail it to Chase with the required documentation.

Please keep a copy of everything you send to us for your records.

This packet contains the following:

- 1. Required Documentation Checklist
 - Detailed list of the documents you must send to us in addition to the packet
 - a. From You, the Borrower and Co-borrower
 - b. From Your Real Estate Agent
- 2. Authorization to Provide and Release Information Grants Chase permission to provide information pertaining to your mortgage to necessary agents
- 3. Request for Consideration of Short Sale –
 Information about your property, loans, income, etc., as well as details on the circumstances that have made it difficult for you to stay up-to-date with your mortgage payments
- 4. IRS Form 4506T-EZ Request for Transcript of Tax Return Allows Chase to receive a transcript of your tax return to verify income information
- 5. Dodd-Frank Certification –
 All borrowers must complete and sign the enclosed Dodd-Frank Certification

If you need any assistance completing this packet, please contact us at 1-866-233-5320.

Please send the completed packet as well as all required documentation:

BY REGULAR MAIL:

Chase Fulfillment Center P.O. Box 469030 Glendale, CO 80246

BY OVERNIGHT MAIL:

Chase Fulfillment Center 710 South Ash St. Suite #200 Glendale, CO 80246 BY FAX:

1-866-220-4130

Chase and FedEx Office are offering you an easy way to return your loan documents. You can find the nearest FedEx Office location offering this service by visiting www.fedex.com/us/office, entering your ZIP code in the *Find a FedEx Location* box and selecting *FedEx Kinko's is now FedEx Office*. Bring your documents to one of these select FedEx Office locations and tell them you are returning these documents to Chase. Provide your name, ZIP code, and phone number to the counter agent, and they will ship your documents to us at no charge. For more information, go to www.chase.com/fedex.

Important Information

Chase is a debt collector.

If you are represented by an attorney, please refer this letter to your attorney and provide us with the attorney's name, address, and telephone number.

If you are currently a debtor in bankruptcy proceedings and subject to the protections of the automatic stay, or if you have received a final discharge in a bankruptcy, this notice is for compliance and/or informational purposes only and not an attempt to impose personal liability for the debt in violation of the bankruptcy laws. However, Chase still has the right under the Mortgage to foreclose on the Property.

REQUIRED DOCUMENTATION CHECKLIST



Loan Number: _____

1A. FROM YOU, THE BORROWER AND CO-BORROWER
If you are a Wage Earner (you receive a W-2 from your employer) please provide: Two (2) most recent Pay Stubs (two for each borrower) Length of service with Current Employer: Borrower Year(s): Month(s): Co-borrower Year(s): Month(s): Most recent one (1) month's complete Bank Statement
If you are Self Employed, please provide: P & L Statement / Audited or reviewed YTD Income Statement (must provide) Most recent two (2) years' Tax Returns completed (personal and business, signed with all pages) or 1099s or most recent two (2) years filed and proof of extension Last four (4) months complete Business and Personal Bank Statements (must provide all pages. If a business account is not used, provide a written statement stating a business account is not used)
Everyone must provide the following: Most recent statement(s) supporting assets listed on page 2 of the Request for Consideration of Short Sale Form (must provide all pages of statements) Most recent completed Tax Return (signed with all pages) or most recent filed and proof of extension (signed with all pages) Proof of occupancy (if owner occupied) – a recent utility bill in your name at property address If loan is Non-Escrowed: A) Copy of the most recent property tax bill(s) with a copy of the cancelled check for all applicable taxes (County, City, School, etc.) B) Copy of the current insurance declaration page for all applicable coverage types (must show premium amount for homeowner's, flood, and wind) C) Proof of payment of Homeowner's Association Fees (if applicable) If Non-Owner Occupied: A) Rental Income with copies of Rental Agreement if a tenant resides in the property B) Amount of Principal, Interest, Taxes, Insurance, and Home Owner Dues for Primary Residence C) Primary Residence Address Authorization to Provide and Release Information – Allows Realtor or designee to discuss the account with Chase, if desired. Be sure to sign this form Completed Request for Consideration of Short Sale Form (enclosed.) Be sure to sign and date this form.
1B. FROM YOUR REAL ESTATE AGENT
 □ Listing Agreement □ Detailed Listing History (MLS Printout) □ Sales / Purchase Contract (Signed Offer) □ 3 Comparable Active Listings/3 Comparable Sales/Pictures of the Property & Neighborhood □ HUD (Estimated Closing Statement)

AUTHORIZATION TO PROVIDE AND RELEASE INFORMATION



		Loan Number:
ГО:	Chase	
DATE:		
BORROWER(S):		
PROPERTY ADDRESS:		
/(We),		(borrower(s) name(s)) , currently residing
nt		in the County of,
State of, hereby a	uthorize Chase/JPMorgan C	Chase Bank, N.A (collectively "Chase") to release, furnish, and provide any
nformation related to my mor	tgage under loan number	to:
Company Name:		
Company Phone Number:		
-ax Number:		
		UTHORIZATION IS VALID UNTIL SUCH TIME
THAT		HAS RECEIVED WRITTEN NOTICE FROM ME THIS PRIOR AGREEMENT.
	NEV O KITYO	THIS TRICK ACKEEN LETT.
Borrower Signature		Co-borrower Signature
Borrower Name (Printed)		Co-borrower Name (Printed)

REQUEST FOR CONSIDERATION OF SHORT SALE FORM



Servicer:				Loan Number:	
	BORROWER			co)-BORROWER
Borrower's name				Co-borrower's name	
Social Security number		Date of Birth		Social Security number	Date of Birth
Home phone number with area code				Home phone number with area code	
Cell or work number with area code				Cell or work number with area code	
I want to:	☐ Keep the Property	r □ Se	ell the Proper	rty	
The property is my:	☐ Primary Residence	e 🗆 Se	econd Home	☐ Investment	
The property is:	☐ Owner Occupied	□ Re	enter Occupi	ed 🗆 Vacant	
Mailing address:					
Property address (if same a	as mailing address, just w	rite "same"):		E-mail a	ddress:
Is the property listed for Have you received an of Date of Offer: Agent's Name: Agent's Phone Number: For Sale by Owner?:	ffer on the property?: Amount of o	☐ Yes ☐ N ffer:	_	If yes, please complete the foll Counselor's Name: Agency Name:	
Who pays the real estate ☐ I do ☐ Lend Are the taxes current? Condominium or HOA F Paid to:	der does	y condo or HOA		Is the policy current?	\square Paid by condo or HOA
Have you filed for bankr Has your bankruptcy be		□ No If yes			Filing Date:
Additional Liens/Mortgage	s or Judgments on this p	operty:			
Lien holder's Name/Service	er	Balance		Phone Number	Loan Number
			ARDSLUD	A FFID AVIIT	
	1 (1)(a) a			AFFIDAVIT	****
l a	. ,			r the Making Home Affordable prog use of financial difficulties created b	
underemployment, r	ne has been reduced. I educed pay or hours, o ability or divorce of a b	decline in busine			are excessive and I am overextended with credit cards, home equity or other debt.
My expenses have increased. For example: monthly mortgage payment reset, high medical or health care costs, uninsured losses, increased utilities or property taxes.		_		g all liquid assets, are insufficient to age payment and cover basic living .	
□ My household income has been reduced due to unemployment. □ Other:					
Explanation (continue on b	ack of page 3 if necessar	y):			

REQUEST FOR CONSIDERATION OF SHORT SALE FORM



Loan Number: __

INCOME/EXPENSES FOR HOUSEHOLD				Number of People in Hou	sehold:
Monthly Household Income Monthly Household Expenses/Debt		Household Ass	ets		
Monthly Gross Wages	\$	First Mortgage Payment	\$	Checking Account(s)	\$
Overtime	\$	Second Mortgage Payment	\$	Checking Account(s)	\$
Child Support/Alimony/ Separate Maintenance Income ²	\$	Insurance	\$	Savings/Money Market	\$
Social Security/SSDI	\$	Property Taxes	\$	CDs	\$
Other monthly income from pensions, annuities or retirement plans	\$	Credit Cards/Installment Loan(s) (total minimum payment per month)	\$	Stocks/Bonds	\$
Tips, commissions, bonus and self-employed income	\$	Alimony, child support payments	\$	Other Cash on Hand	\$
Rents Received	\$	Net Rental Expenses	\$	Other Real Estate (estimated value)	\$
Unemployment Income	\$	HOA/Condo Fees/Property Maintenance	\$	Other	\$
Food Stamps/Welfare	\$	Car Payments	\$	Other	\$
Other (investment income, royalties, interest, dividends, etc.)	\$	Other \$		Do not include the value of life i retirement plans when calculati pension funds, annuities, IRAs, K	ng assets (401k,
Total Gross Income	\$	Total Debt/Expenses	\$	Total Assets	\$
INCOME MUST BE DOCUMENTED					

'Include combined income and expenses from the borrower and co-borrower (if any). If you include income and expenses from a household member who is not a borrower, please specify using the back of this form if necessary.

²You are not required to disclose Child Support, Alimony or Separate Maintenance Income, unless you choose to have it considered by your servicer.

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the federal government in order to monitor compliance with federal statutes that prohibit discrimination in housing. **You** are not required to furnish this information, but are encouraged to do so. The law provides that a lender or servicer may not discriminate either on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, the lender or servicer is required to note the information on the basis of visual observation or surname if you have made this request for a loan modification in person. If you do not wish to furnish the information, please check the box below.

check the box below.					
BORROWER	/ER □ I do not wish to furnish this information		CO-BORROWER I do not wish to furnish this information		
Ethnicity:	☐ Hispanic or Latino		Ethnicity:		nic or Latino
	☐ Not Hispanic or Latino			☐ Not Hi	spanic or Latino
Race:	☐ American Indian or Alaska Nat	tive	Race:	☐ Americ	can Indian or Alaska Native
	☐ Asian			Asian	
	☐ Black or African American			☐ Black o	or African American
	☐ Native Hawaiian or Other Pacific Islander			☐ Native	Hawaiian or Other Pacific Islander
	☐ White			☐ White	
Sex:	☐ Female		Sex:	☐ Female	
	☐ Male			☐ Male	
		To be complete	d by interview	er	
This request wa	as taken by:	Interviewer's Name (p	orint or type) & I	D Number	Name/Address of Interviewer's Employer
☐ Face-to-face interview		Interviewer's Signature	e [Date	
☐ Mail					
☐ Telephone		Interviewer's Phone N	umber (include	area code)	
☐ Internet			,	,	



ACKNOWLEDGEMENT AND AGREEMENT

In making this request for consideration under the Making Home Affordable Program I certify under penalty of perjury:

- 1. That all of the information in this document is truthful and the event(s) identified on page 1 is/are the reason that I need to request a modification of the terms of my mortgage loan, short sale or deed-in-lieu of foreclosure.
- 2. I understand that the Servicer, the U.S. Department of Treasury, or their agents may investigate the accuracy of my statements and may require me to provide supporting documentation. I also understand that knowingly submitting false information may violate Federal law.
- 3. I understand the Servicer will pull a current credit report on all borrowers obligated on the Note.
- 4. I understand that if I have intentionally defaulted on my existing mortgage, engaged in fraud or misrepresented any fact(s) in connection with this document, the Servicer may cancel any Agreement under Making Home Affordable and may pursue foreclosure on my home.
- 5. That my property is owner-occupied; I have not received a condemnation notice; and there has been no change in the ownership of the Property since I signed the documents for my existing mortgage.
- 6. I am willing to provide all requested documents and to respond to all Servicer questions in a timely manner.
- 7. I understand that the Servicer will use the information in this document to evaluate my eligibility for a loan modification or short sale or deed-in-lieu of foreclosure, but the Servicer is not obligated to offer me assistance based solely on the statements in this document.
- 8. I am willing to commit to credit counseling if it is determined that my financial hardship is related to excessive debt.
- 9. If I was discharged in a Chapter 7 bankruptcy proceeding subsequent to the execution of the Loan Documents, or am currently entitled to the protections of any automatic stay in bankruptcy, I acknowledge that Servicer is providing the information about the Making Home Affordable program at my request and for informational purposes, and not as an attempt to impose personal liability for the debt evidenced by the Note.
- 10. I understand that the Servicer will collect and record personal information, including, but not limited to, my name, address, telephone number, social security number, credit score, income, payment history, government monitoring information, and information about account balances and activity. I understand and consent to the disclosure of my personal information and the terms of Making Home Affordable Agreement by Servicer to (a) the U.S. Department of the Treasury; (b) Fannie Mae and Freddie Mac in connection with their responsibilities under the Homeowner Affordability and Stability Plan; (c) any investor, insurer, guarantor or servicer that owns, insures, guarantees or services my first lien or subordinate lien (if applicable) mortgage loan(s); (d) companies that perform support services in conjunction with Making Home Affordable; and (e) any HUD certified housing counselor.
- 11. I understand that if Servicer offers me a trial period plan under the Making Home Affordable Program, and I fail to accept or complete the trial plan for any reason, including, for example, declining the trial plan offer, failing to accept the trial plan offer, failing to make trial plan payments in a timely manner, or failing to accept a final modification at the end of the trial period, I may permanently lose eligibility for a modification under the Making Home Affordable Program and any other modification program offered by Servicer.

REQUEST FOR CONSIDERATION OF SHORT SALE FORM



	Loan Number:				
BORROWER SIGNATURE		Date:	/	/	_
CO-BORROWER SIGNATURE		Date:	/	/	_

HOMEOWNER'S HOTLINE

If you have questions about this document or the modification process, please call your Servicer.

If you have questions about the program that your Servicer cannot answer or need further counseling,
you can call the Homeowner's HOPE™ Hotline at 1-888-995-HOPE (4673). The Hotline can help answer questions
about the program and offers free HUD-certified counseling services in English and Spanish.



NOTICE TO BORROWERS

Be advised that by signing this document you understand that any documents and information you submit to your Servicer in connection with the Making Home Affordable Program are under penalty of perjury. Any misstatement of material fact made in the completion of these documents including by not limited to misstatement regarding the occupancy in your home, hardship circumstances, and/or income, expenses, or assets will subject you to potential criminal investigation and prosecution for the following crimes: perjury, false statements, mail fraud, and wire fraud. The information contained in these documents is subject to examination and verification. Any potential misrepresentation will be referred to the appropriate law enforcement authority for investigation and prosecution. By signing this document, you certify, represent and agree that: "Under penalty of perjury, all documents and information I have provided to Lender in connection with the Making Home Affordable Program, including the documents and information regarding my eligibility for the program, are true and correct."

If you are aware of fraud, waste, abuse mismanagement or misrepresentation affiliated with the Troubled Asset Relief Program, please contact the SIGTARP Hotline by calling 1-877-SIG-2009 (toll-free), 202-622-4559 (fax), or www.sigtarp.gov. Mail can be sent to Hotline Office of the Special Inspector General for Troubled Asset Relief Program, 1801 L St. NW, Washington, DC 20220.

Form **4506T-EZ**

Short Form Request for Individual Tax Return Transcript

(Rev. January 2011)

Department of the Treasury Internal Revenue Service ▶ Request may not be processed if the form is incomplete or illegible.

OMB No. 1545-2154

		0 series tax return transcript free of charge, or yo nd click on "Order a Transcript" or call 1-800-908		dy request transcripts by u	sing our automated self-help
1a	Name shown on tax return. If a	joint return, enter the name shown first.	1b	First social security no identification number	umber or individual taxpayer on tax return
2a	If a joint return, enter spouse's r	name shown on tax return.	2b	Second social security taxpayer identification	y number or individual n number if joint tax return
3	Current name, address (including	g apt., room, or suite no.), city, state, and ZIP o	code (See i	instructions)	
4	Previous address shown on the	ast return filed if different from line 3 (See inst	ructions)		
		o a third party (such as a mortgage company), third party does with the tax information.	enter the t	hird party's name, addre	ss, and telephone number. The
	Regular Mail:	Overnight Mail:		Telephone number:	
	Chase Fulfillment Center	Chase Fulfillment Center		866-550-5705	
	PO Box 469030	710 South Ash Street, Suite #200			
	Glendale, CO 80246	Glendale, CO 80246			
6	Year(s) requested. Enter the 10 business days.	year(s) of the return transcript you are reques	ting (for ex	kample, "2008"). Most re	quests will be processed within
	2009	2010			
filled i	in line 6. Completing these steps If the IRS is unable to locate a re	led to a third party, ensure that you have filled helps to protect your privacy. eturn that matches the taxpayer identity informor the third party that it was unable to locate a	ation provi	ided above, or if IRS reco	ords indicate that the return has
_		at I am the taxpayer whose name is shown on transcripts being sent to a third party, this form			
)				Telephone number of taxpayer on line 1a or 2a
Sign Here			Date		
	\				
	Spouse's signature		Date		
For P	rivacy Act and Paperwork Red	uction Act Notice, see page 2.	Cat. No.	54185S	Form 4506T-EZ (Rev. 01-2011)

Form 4506T-EZ (Rev. 01-2011) Page 2

Purpose of form. Individuals can use Form 4506T-EZ to request a tax return transcript for the current and the prior three years that includes most lines of the original tax return. The tax return transcript will not show payments, penalty assessments, or adjustments made to the originally filed return. You can also designate a third party (such as a mortgage company) to receive a transcript on line 5. Form 4506T-EZ cannot be used by taxpayers who file Form 1040 based on a fiscal tax year (that is, a tax year beginning in one calendar year and ending in the following year). Taxpayers using a fiscal tax year must file Form 4506-T, Request for Transcript of Tax Return, to request a return transcript.

Use Form 4506-T to request the following.

- A transcript of a business return (including estate and trust returns).
- An account transcript (contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed).
- A record of account, which is a combination of line item information and later adjustments to the account.
- A verification of nonfiling, which is proof from the IRS that you did not file a return for the year.
- A Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.

Form 4506-T can also be used for requesting tax return transcripts.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506T-EZ to the address below for the state you lived in when that return was filed.

If you are requesting more than one transcript or other product and the chart below shows two different RAIVS teams, send your request to the team based on the address of your most recent return.

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
Florida, Georgia (After June 30, 2011, send your transcript requests to Kansas City, MO)	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888 559-456-5876
Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 816-292-6102

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note. If the address on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

Signature and date. Form 4506T-EZ must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506T-EZ within 120 days of the date signed by the taxpayer or it will be rejected.

Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506T-EZ exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. Sections 6103 and 6109 require you to provide this information, including your SSN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506T-EZ will vary depending on individual circumstances. The estimated average time is: Learning about the law or the form, 9 min.; Preparing the form, 18 min.; and Copying, assembling, and sending the form to the IRS, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506T-EZ simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see Where to file on this page.

Dodd-Frank Certification	
The following information is requested by the federal gor Street Reform and Consumer Protection Act (Pub. L. 111-20 law provides that no person shall be eligible to begin rece Program, authorized under the Emergency Economic Stab other mortgage assistance program authorized or funder mortgage or real estate transaction, has been convicted, v (A) felony larceny, theft, fraud, or forgery, (B) money laund	03). You are required to furnish this information. The iving assistance from the Making Home Affordable ilization Act of 2008 (12 U.S.C. 5201 et seq.), or any d by that Act, if such person, in connection with a within the last 10 years, of any one of the following:
I/we certify under penalty of perjury that I/we have not b of the following in connection with a mortgage or real est	-
(a) felony larceny, theft, fraud, or forgery,(b) money laundering or(c) tax evasion.	
I/we understand that the servicer, the U.S. Department of accuracy of my statements by performing routine backgrous state and county databases, to confirm that I/we have not that knowingly submitting false information may violate	und checks, including automated searches of federal, been convicted of such crimes. I/we also understand
This Certificate is effective on the earlier of the date listed	below or the date received by your servicer.
Borrower Signature	Date
Co-Borrower Signature	 Date
Co-Borrower Signature	Date
Co-Borrower Signature	Date

Loan Number: _____

Servicer: _____