

## Step 1 - Draft a Hardship Letter, also known as a Letter of Explanation

Please write a SEPARATE letter and return it with this completed 2-Page form.

Tell us about the circumstances that have lead up to your need/hardship, and your subsequent inability to make payments by the due date(s). Please identify what steps you have already taken to solve the problem, and exactly how you are hoping that we can help. Do you need Deferred Payments/Payment Extensions, Lower Payments, or both, and why? What resources have you already used to remedy the situation, and what resources do you have left that might be used to contribute to a solution. Also, please provide any and all information that you think would help us understand the challenges that you are facing at this time. Thank you!

## Step 2 - Please tell us about...

Yourself					
Name	Age	Age of Dependents	Marital Status		
Partner's Name	Age	Total in Household	Rent/Own		
Street Address		Apt/Ste#			
City State	Zip	Years at Residence			
Home Phone Mobile Phone	Work Pho	one E-mail			
Employer	Job Title	Monthly Income	Years		
Partner's Employer	Job Title	Monthly Income	Years		
Other Income Source:	Am	ount Ta	x Refund		
Your Assets					
	Value (\$)	Autor	Automobiles		
Market Value of Real Estate Owned	——————————————————————————————————————	Year/Make/Model	Value (\$)		
Employer-Sponsored Retirement Plan(s) 401(k)/403	3(b)				
Individual Retirement Account(s) (IRA)					
Other Personal Investment(s)					
Savings Accounts and Cash					

## **Step 3 - Basic Monthly Expenses**

Expense	Due Date	Monthly	Office Use	Expense	Annual	Monthly	Office Use
Rent/Mortgage				Child Care, Sports, Etc			
2nd Mortgage/HELOC				Cash Donations			
Home Owner's Assoc				Storage			
Gas & Electric				Other:			
Water/Sewer/Trash				Total Monthly Exp:			
Cable							
Internet				Periodic Expenses:			
Phone (Land Line)				Property Taxes			
Mobile Phone				Home/Rent Insurance			
Private Ins:Life/Dis/Etc				Home Maint/Repair			
CoPays/Prescriptions				Auto Reg and Smog			
Auto Insurance				Auto Maintenance/Repair			
Gasoline				Pets: Vet Exp/Grooming			
Groceries				Gifts:Birthdays/Holidays			
Meals Out				Vacation			
Clothing				Travel			
Dry Cleaning/Laundry				Education Expenses			
Hair/Nails/Cosmetics				Professional Dues			
Entertainment/Recr							
Gym				Total Periodic Exp:			
				TOTAL LIVING EXPENSES:			

## Step 4 - Outstanding Financial Obligations

Please include all debts: mortgage, auto, credit cards, loans from family or friends, school loans, collection accounts, etc.

Creditor	Rate	Balance	MINIMUM Payment	How Much You Pay	Due Date
Congumer Sul	htotolo				
Consumer Subtotals:					

**Total Monthly Expenses:** 

Monthly Cash Flow: