



# Foreclosure Mediation Checklist

Submission Date \_\_\_\_\_

DOCKET NO: F 

--	--	--	--	--	--	--	--	--	--

## Borrower and Co-Borrower Information

Borrower's Name \_\_\_\_\_ Co-Borrower's Name \_\_\_\_\_

## Subject Property Address

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Lender

## Foreclosure Mediation Documents - Write the loan number on the top of every page.

- Hardship letter - signed and dated.
- Request for Mortgage Assistance Form (fill out carefully) - signed and dated. (to access this form, go to [www.makinghomeaffordable.gov](http://www.makinghomeaffordable.gov), select "Get Started: from the menu, then select "Request a Modification.")
- Dodd Frank Certification signed and dated (to access, go to [www.makinghomeaffordable.gov](http://www.makinghomeaffordable.gov), select "Get Started: from the menu, then select "Request a Modification." The Dodd-Frank Certification appears on page 5 of the Mortgage Assistance Form.)
- Paystubs for each wage earner totaling one **current** month of income.
- List of recurring monthly expenses, signed and dated.
- Copies of all W-2's, for the last **2** years.
- Federal Tax Returns for the last **2** years (include all pages and schedules) - signed and dated.
- Provide copies of all bank statements and all accounts, for the last **2** months. Make sure to include **all** pages, even if they are blank. (Remember to write the loan number on **every** page.)
- Tax Form 4506-T - signed and dated (to access this form, go to [www.makinghomeaffordable.gov](http://www.makinghomeaffordable.gov), select "Get Started: from the menu, then select "Request a Modification." The Tax form is the second option.)
- Provide a copy of your most recent Gas and Electric bill; verifying that the home is the primary address.
- If you or anyone in your household receives social security, pension income, or disability of any kind, provide a copy of the most recent award letter(s), and circle the direct deposit of these funds into your bank account on your statements.
- If you receive alimony and/or child support, please provide a copy of your divorce/separation decree and a copy of the court order with the amount of your child support and/or alimony. If the funds are directly deposited into a bank account, please circle these deposits on the statements.
- Rental income must be documented with a rental agreement, signed and dated. Rental income must be circled on bank statements appearing as deposits on a monthly basis (cash rental receipts are not acceptable).
- If someone else in your household, who is not on the mortgage, contributes financially to the household please provide a letter stating how much this person contributes to the household each month. **Each of you** must sign and date the letter (this may include your spouse).

## Self-Employed Borrowers - In addition to items listed above, please submit the following:

- Year to date Profit and Loss statement.
- Provide copies of all bank statements and business accounts for the last **4** months. Make sure to include **all** pages, even if they are blank.