LEPIZZERA · LAPROCINA

YOUR GUIDE TO SIMPLIFYING THE SHORT SALE

(PCU Package)

IMPORTANT : READ BEFORE PROCEEDING

Lepizzera & Laprocina Package Instructions & Policies

Thank you for choosing Lepizzera & Laprocina to negotiate your short sale. The following are detailed instructions on completing and submitting a short sale file to our office. Please read these instructions carefully and be sure to fully execute all requirements so we may ensure the very best service for you and your client.

1. Please be sure that you have the most current lender package to be completed by your seller. If you are unsure you may email submit@leplap.com with your request and one of our processors will forward you the most recent package as an email attachment.
2. Use the checklist that we have provided on the following page of this package. It is designed to help you stay organized and ensure that you collect all necessary pieces of information required.
3. In order to submit a file to us you must have at least a valid offer on the property in question with a signed and dated purchase contract.
   - The day you sign the purchase contract you should also receive the sellers:
     - detailed hardship letter (with same date and signature)
     - financial statement (with same date and signature)
     - any supporting documents requiring a date and signature
   - 60 days of bank statements as well as 30 days of paystubs
     - must be current to the day that the contract is signed
   - ***IT IS IMPERATIVE THAT ALL DATED MATERIALS CORRESPOND AND MATCH THE DATE LISTED ON THE PURCHASE CONTRACT***
     i.e. – If the purchase contract is signed and dated for April 1st, the hardship letter, financial statement, and supporting documents must also be signed and dated April 1st. The 60 days of bank statements should be from February 1st to March 1st to April 1st and the 30 days of paystubs should be from March 1st to April 1st.
4. Once you have collected all necessary documentation requested, scan your file to PDF format and email to Submit@LepLap.com as an attachment.
   - Once your package has been received, it will be reviewed by one of our processors and you will be notified of any missing or inaccurate documentation.
   - Your timeliness in addressing these issues (if any) will determine how long it takes for us to submit your file to the lender and begin our negotiations
   - ***BE ADVISED THAT YOUR FILE WILL NOT BE SUBMITTED TO THE LENDER UNTILL ALL NECESSARY DOCUMENTATION IS RECEIVED***
5. Once we have submitted your package to the lender we will need updated paystubs and bank statements from your seller on a **MONTHLY BASIS**. All lenders require us to continually update all files on a monthly basis for the duration of our negotiation.

Please understand that these instructions and policies have been put into place to help us better serve you and your client. All information that we require is required by the lenders and our goal is to be proactive so that we may expedite every file as quickly as possible. If you have any questions or concerns please contact us directly at 401.739.7397 or at ShortSales@LepLap.com.

THANK YOU!

~ Your Lepizzera & Laprocina Negotiating Team

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SHORT SALE CHECK LIST

FINANCIAL INFORMATION

- □ Tax Information
  - __ Two most recent 1040's
  - __ Two most recent W2's
- □ Two Months Most Recent Bank Statements- all pages
- □ 30 days Most Recent Paycheck Stubs or Commission Check Stubs
- □ Self Employed – Current Year to Date Profit & Loss

HARDSHIP INFORMATION

- □ Hardship Letter written and signed and dated by seller
- □ Any documentation supporting the hardship letter
  ~ (i.e. Medical Bills, Child Support/Alimony Payments, etc.)

MORTGAGE AND OTHER RELATIVE PROPERTY INFORMATION

- □ 1st Mortgage Statement
- □ 2nd Mortgage Statement (if applicable)
- □ Recent Real Estate Tax Bills (if available)
- □ Condo Association Contact info. Are you delinquent? Yes or no
- □ Any recent water/ sewer Bills (if available)

LEPIZZERA & LAPROCINA DOCUMENTS TO BE COMPLETED BY SELLER

- □ Authorization Form
- □ Monthly Budget
- □ L & L Disclosure

QUESTIONS TO BE ASKED OF SELLER

- □ How many months delinquent?
- □ Is there a notice of default filed yet & if so when?
- □ Is there a bank sale date yet and if so when?

INFORMATION TO BE PROVIDED BY LISTING AGENT/BUYER'S AGENT

- □ Listing Agreement
- □ Purchase & Sale Agreement
- □ Commitment Letter from new Lender for the Buyer
- □ Comps
- □ Printout detailing time on the market and sales prices
- □ Seller Contact Information Sheet
- □ Realtor Contact Information Sheet

* 117 Metro Center Blvd., Suite 2001, Warwick, Rhode Island 02886 - Tel. 401.739.7397 - Fax. 401.384.6960 *
www.LepLap.com

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Seller Contact Sheet

- Name: _____
- Property Address: _____
  _____
  _____
- Current Mailing Address: _____
  _____
  _____
- Home Phone: _____
- Cell Phone: _____
- Work Phone: _____
- E-mail Address: _____
- How Many Mortgages On The Property? _____

~ Please List:

Lender: _____

Acct #: _____

Lender: _____

Acct #: _____

Lender: _____

Acct #: _____

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Listing Agent Contact Information

- Name: _____
- Agency: _____
- Cell phone: _____
- Office Phone: _____
- E-mail Address: _____

- Is this a co-broke? YES or NO

Buyer's Agent Contact Information

- Name: _____
- Agency: _____
- Cell Phone: _____
- Office Phone: _____
- E-mail Address: _____

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AUTHORIZATION

- We hereby authorize Paul Laprocina, Jr., Esq., Michael Lepizzera, Jr., Esq., Christopher DePalo, Esq., Daniel Balkun, Diana Cordeiro, Mary-Lynn DeSimone, Melissa Cabral, Paula Frias, Tina Champagne, Ryan Boughton, Jodi Lussier, Coleen Palmisano, John Geisser, and Stephanie Thivierge (all of Lepizzera and Laprocina) 117 Metro Center Boulevard, Suite 2001, Warwick, Rhode Island 02886 to obtain any and all information relating to the following mortgage(s):

_____ _____
(Lender) (Account Number)

_____ _____
(Lender) (Account Number)

- In reference to the property address of:

_____
(address)

_____ _____ _____
(city) (state) (zip)

X_____ _____
(Signature) (Date)

_____
(Print name)

_____
(Social Security Number)

X_____ _____
(Signature) (Date)

_____
(Print name)

_____
(Social Security Number)

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Short Sale Disclosure

- Thank you for choosing Lepizzera & Laprocina for the sole purpose of negotiating a short sale of your (hereinafter "Seller's") real property located at: _____ (hereinafter referred to as "the Property"). A "short sale" is a voluntary sale of the Property for a price that is less than the total amount of any mortgages and/or liens that currently encumber the Property.

- During this process, Lepizzera & Laprocina will negotiate with the Seller's mortgage and/or lien holders to short sell the Property. In order to effectuate a successful short sale, all of the Seller's mortgage and/or lien holder(s) must approve the proposed short sale that is negotiated by Lepizzera & Laprocina.

- In order to effectively negotiate the short sale, Seller must provide any relevant financial and other personal information to Lepizzera & Laprocina upon request. Upon receipt, the information will be submitted to Seller's mortgage and/or lien holder(s). The information will permit the mortgage and/or lien holders to fully analyze the requested short sale.

- In order for Lepizzera & Laprocina to commence the negotiation process with the mortgage and/or lien holder, Seller must read, fully understand and acknowledge all provisions set forth below. The provisions set forth fully disclose the terms of the engagement and scope of services offered by Lepizzera & Laprocina. The provisions also fully disclose the limitations on Lepizzera & Laprocina's services offered.

- Lepizzera & Laprocina is not associated with the government, and our service is not approved by the government or your lender.

- Lepizzera & Laprocina does not accept any upfront fees or payments from Seller.

- After Seller has read and fully understood each provision, Seller must initial each provision to verify that said provision has been fully read and understood. If the Seller does not fully understand the terms of the Disclosure, Seller shall consult independent counsel in Seller's applicable jurisdiction.

- Lepizzera & Laprocina looks forward to working with you to assist in the successful sale of your Property.

- The Seller(s) understand and acknowledge that:

_____ 1. Lepizzera & Laprocina's scope of engagement is for the sole purpose of negotiating the proposed short sale of the subject Property. Seller acknowledges that Lepizzera & Laprocina is in no way representing or acting as legal counsel to Seller. Lepizzera & Laprocina is not offering any legal advice to Seller. Seller acknowledges that Seller has been advised to seek independent advice of counsel regarding any and all legal issues that may arise as a result of any short sale transaction.

_____ 2. All short sales are solely subject to the approval of all of Seller's mortgage and/or lien holders associated with the Property.

_____ 3. Lepizzera & Laprocina does not warrant and cannot guarantee that Seller's mortgage and/or lien holders will approve the proposed short sale. Seller's mortgage and/or lien holder(s) are under no obligation to approve the proposed short sale. The decision to approve said short sale rests solely within the discretion of the mortgage and/or lien holder(s). Further, Lepizzera & Laprocina cannot guarantee and make no representation that it will be able stop, postpone or cancel any foreclosure proceedings initiated by any mortgage and/or lien holder(s).

_____ 4. Seller agrees to provide any and all documents and/or information requested by Lepizzera & Laprocina for the purpose of processing and negotiating the proposed short sale. Seller further agrees that it is Seller's affirmative obligation to immediately notify Lepizzera & Laprocina of any and all foreclosure proceedings initiated by any party. Seller is responsible to receive and open any and all notifications regarding the subject Property received by mail and/or service of process. If Seller does not reside at the subject Property or there has been a change in Seller's mailing address, Seller must notify the mortgage and/or lien holders of the new address to ensure receipt of all notices.

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Short Sale Disclosure Continued

_____ 5. Seller hereby acknowledges that no proceeds from the sale of the subject Property will be received by Seller. All net proceeds from the short sale of Seller's home, including any refunded insurance premiums, shall be paid to Seller's mortgage and/or lien holders.

_____ 6. Seller acknowledges that the mortgage and/or lien holder(s) may accept Seller's proposed short sale and issue a lien release while preserving its right to pursue a judgment against Seller for any deficiencies owed as a result of the mortgage and/or lien holder(s) agreement to accept less than a full payoff. Lepizzera & Laprocina does not warrant and cannot guarantee that a deficiency resulting from the short sale will be forgiven, waived and/or cancelled by the mortgage and/or lien holder(s). Various jurisdictions may be governed by an anti-deficiency statute that prohibits mortgage and/or lien holder(s) from seeking a deficiency judgment against Seller. The scope of Lepizzera & Laprocina's service does not include negotiating settlements in the event the mortgage and/or lien holder(s) seek to recover monies from Seller stemming from a deficiency balance that may exist after closing. Seller further acknowledges that Seller has been advised to seek the advice of legal counsel in Seller's jurisdiction to determine whether an anti-deficiency statute or various applicable laws govern the recourse rights of mortgage and/or lien holder(s) which may affect the Seller's decision to proceed with a short sale.

_____ 7. The acceptance of a payoff for less than the full amount owed to Seller's mortgage and/or lien holder(s) may be reported to the credit bureaus, which may negatively impact Seller's credit rating and serve as an impediment on Seller's ability to obtain future credit. Lepizzera & Laprocina does not negotiate with any credit bureau on behalf of Seller.

_____ 8. The mortgage and/or lien holders may forgive a portion or all of Seller's debt, which may be considered income to Seller. Seller should consult an independent, qualified professional regarding any questions or concerns regarding any potential tax liabilities of a short sale.

_____9. Seller is not obligated to pay Lepizzera & Laprocina in advance for the negotiation of Seller's payoff(s). Seller acknowledges that Seller understands that Lepizzera & Laprocina will seek compensation from the mortgage and/or lien holder(s) from the proceeds of the short sale. Lepizzera & Laprocina will not claim, demand, charge, collect or receive any compensation until after Lepizzera & Laprocina has fully performed or attempted to perform each and every service in an effort to effectuate the short sale of the Property.

Compensation is approved by the mortgage and/or lien holder(s). Compensation is deducted from the net proceeds that the mortgage and/or lien holder(s) have agreed to accept by approving the short sale.

_____ 10. Seller agrees and acknowledges that Lepizzera & Laprocina has made no promises, guarantees, or representations made to Seller which are contrary to the disclosures and information contained herein. Seller(s) may accept or reject any short sale approval presented to them resulting from our negotiation of the short sale.

■ Seller(s) have read, understand and acknowledge the foregoing Short Sale Disclosure and fully agree with the terms and conditions contained herein.

_____ _____

Name date witness

_____ _____

Name date witness

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Form **4506-T**

(Rev. January 2010)

Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

► **Request may be rejected if the form is incomplete or illegible.**

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return.** There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	**1b First social security number on tax return or employer identification number (see instructions)**
2a If a joint return, enter spouse's name shown on tax return.	**2b Second social security number if joint tax return**

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code

4 Previous address shown on the last return filed if different from line 3

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

Caution. *If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.*

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ► _____

a **Return Transcript,** which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . . ☐

b **Account Transcript,** which 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. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days. . ☐

c **Record of Account,** which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days . . . . . ☐

7 **Verification of Nonfiling,** which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . ☐

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days . . . ☐

Caution. *If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.*

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

_____ _____ _____ _____

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** *For transcripts being sent to a third party, this form must be received within 120 days of signature date.*

		Telephone number of taxpayer on line 1a or 2a
Sign Here ► **Signature** (see instructions)	Date	
► **Title** (if line 1a above is a corporation, partnership, estate, or trust)		
► **Spouse's signature**	Date	

General Instructions

Purpose of form. Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

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.

Automated transcript request. You can call 1-800-829-1040 to order a transcript through the automated self-help system. Follow prompts for "questions about your tax account" to order a tax return transcript.

Chart for individual transcripts (Form 1040 series and Form W-2)

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
Florida, Georgia, North Carolina, South Carolina	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, 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
Arkansas, Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 816-292-6102

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592

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

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T 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 4506-T within 120 days of the date signed by the taxpayer or it will be rejected.

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

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

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. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. 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, and the District of Columbia 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 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form,** 10 min.; **Preparing the form,** 12 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 4506-T 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.

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PAWTUCKET CREDIT UNION
REAL ESTATE LOAN
SHORT SALE REQUEST CHECKLIST

Borrower Name: _____

Co-Borrower Name: _____

Street Address: _____

City, State, Zip: _____

Loan Number: _____

Type of Loan: _____

Before submitting your application, please ensure that all information is complete.

(Initial Below)

Borrower	CoBorrower	
_____	_____	Hardship Affidavit is enclosed. It is signed and notarized.
_____	_____	Financial Analysis Form is enclosed. All sections are complete.
_____	_____	Proof of Homeowners Insurance.
_____	_____	Last two pay stubs for ALL borrowers are enclosed.
_____	_____	Unemployment Benefit Rate Decision is attached.
_____	_____	I am self employed. Attached is the most recent Annual Profit & Loss Statement.
_____	_____	I receive rental income. I have enclosed copies of proof of rental income including copies of any leases as well as a the most recent Annual Profit & Loss Statement.
_____	_____	W2s for the most recent tax year and Tax Returns for the Last Two Years. I have signed the tax return in the appropriate block.
_____	_____	I am not currently escrowed. I have enclosed a copy of the most recent property tax bill.
_____	_____	PCU has a second mortgage on my property. I have enclosed my proof of homeowners insurance, most recent tax bill, most recent first mortgage statement, and a copy of the modification decision of the first mortgage.
_____	_____	By initialing here and signing at the bottom of this document, I am acknowledging that I have retained my original documents and have made copies for the use of PCU. I acknowledge that PCU will not be returning my documents to me.

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_____ _____ My property is presently under agreement to be sold. I have enclosed a copy of the Purchase & Sales Agreement.

_____ _____ My property is presently under agreement to be sold. I have enclosed a copy of the preliminary HUD-1 Settlement Statement.

_____ _____ Other (Please Describe) _____
_____
_____

_____ _____
Borrower Date

_____ _____
Co-Borrower Date

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PAWTUCKET CREDIT UNION
HARDSHIP AFFIDAVIT

Borrower Name: _____

Co-Borrower Name: _____

Street Address: _____

City, State, Zip: _____

Loan Number: _____

Type of Loan: _____

Please answer the following questions completely. Use additional sheets if necessary.

1. Describe the events that have occurred, financially or otherwise, that have caused you to request a short-sale:

2. Describe the lifestyle adjustments that you made in an effort to avoid the short-sale that you are now requesting:

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_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

3. Is your intent to sell this property to a relative? _____ Yes _____ No

If yes, to whom do you intend to sell this property? _____

What is the relationship? _____

Indicate with checkmarks the events that directly relate to your request for a short-sale:

Borrower	Co-Borrower	
_____	_____	My income has been reduced or lost. For example: unemployment, underemployment, reduced job hours, reduced pay, or a decline in self-employed business earnings. Provide details on Page 5 in the "Explanation" Section.
_____	_____	My household financial circumstances have changed. For example: death in family, serious or chronic illness, permanent or short-term disability, increased family responsibilities (adoption or birth of a child, taking care of elderly relatives or other family members). Provide details on Page 5 in the "Explanation" Section.
_____	_____	My expenses have increased. For example: monthly mortgage payment has increased or will increase, high medical and health-care costs, uninsured losses (such as those due to fires or natural disasters), unexpectedly high utility bills, increased real property taxes. I Provide details on Page 5 in the "Explanation" Section.
_____	_____	My cash reserves are insufficient to maintain the payment on my mortgage loan and cover basic living expenses at the same time. Cash reserves include assets such as cash, savings, money market funds, marketable stocks or bonds (excluding retirement accounts). Cash reserves do not include assets that serve as an emergency fund (generally equal to three times my monthly debt payments). Provide details on Page 5 in the "Explanation" Section.
_____	_____	My monthly debt payments are excessive, and I am overextended with my creditors. I may have used credit cards, home equity loans or other credit to make my monthly mortgage payments. Provide details on Page 5 in the "Explanation" Section.
_____	_____	There are other reasons I/we cannot make our mortgage payments. Provide details on Page 5 in the "Explanation" Section.

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Borrower/Co-Borrower Acknowledgement

Under penalty of perjury, I/we certify that all of the information in this affidavit is truthful and the event(s) identified above has/have contributed to our need to request a short-sale.

I/we understand and acknowledge the Credit Union may investigate the accuracy of my/our statements, may require me/us to provide supporting documentation, and that knowingly submitting false information may violate Federal law.

I/we understand the Credit Union will pull a current credit report on all borrowers obligated on the Note.

I/we understand that if I/we have intentionally defaulted on my/our existing mortgage, engaged in fraud or misrepresented any fact(s) in connection with the Hardship Agreement, or if I/we do not provide all of the required documentation, the Credit Union may cancel the Agreement and may pursue any remedies allowed by the loan documents, state and federal laws.

I/we certify that my/our property is owner-occupied and I/we have not received a condemnation notice.

I/we certify that I/we am/are willing to provide all requested documents and to respond to all Credit Union communication in a timely manner. I/we understand that time is of the essence.

I/we understand that the Credit Union will use this information to evaluate my/our eligibility for a short-sale, but the Credit Union is not obligated to approve my request based solely on the representations in this affidavit.

Email Address: _____ Email Address: _____

Cell Phone #: _____ Cell Phone #: _____

Home Phone #:_____ Home Phone #:_____

Work Phone #: _____ Work Phone #: _____

Social Security #: _____ Social Security #: _____.

_____ _____

Borrower Signature Date Co-Borrower Signature Date

Subscribed and sworn to before me this _____ day of _____ 20____.

_____

Notary Public

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Explanation: _____

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Financial Analysis Form

Mortgage/Loan Acct #: Today's Date:

GENERAL INFORMATION

Borrower Name: _____ Co-Borrower Name: _____

Daytime Phone: _____ Daytime Phone: _____

Best time to reach you?: _____ Best time to reach you? _____

Alternate Phone: _____ Alternate Phone: _____

Best time to reach you?: _____ Best time to reach you?: _____

May we contact you via email? ☐ Yes ☐ No >>> If yes, please provide email address: _____

Have you filed for bankruptcy? _____ Total # of individuals in your household: _____

PROPERTY INFORMATION

Do you want to retain the property? _____

Is the property listed for sale? _____ >>> If yes, what is the sales price? $ _____

>>> Real Estate Agent's name? _____

>>> Real Estate Agent's phone #? _____

Is the property occupied? _____ >>> If yes, owner or tenant occupied? _____

Is there a 2nd mortgage on the property? _____ >>> If yes, 2nd mortgage contact info: _____

_____

EMPLOYMENT INFORMATION

Borrower

Currently employed? ☐ Yes ☐ No >>> If yes, how long? _____

>>> Present employer? _____

>>> If self-employed, company name: _____

Co-Borrower

Currently employed? ☐ Yes ☐ No >>> If yes, how long? _____

>>> Present employer? _____

>>> If self-employed, company name: _____

INCOME INFORMATION

	Borrower	Co-Borrower	Total
Gross Salary/Wages:	$	$	$
Unemployment Income:	$	$	$
Child Support/Alimony:	$	$	$
Disability Income:	$	$	$
Rental Income:	$	$	$
Other Income:	$	$	$

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ASSET/LIABILITY INFORMATION

	Estimated Value	Amount Owed	Net Value
Primary Residence	$	$	$
Rental Property	$	$	$
IRA/ 401(k) / Keogh Accts	$	$	$
Stocks / Bonds / CDs	$	$	$
Checking Accts	$	$	$
Savings Accts	$	$	$
Life Insurance Cash Value	$	$	$
Personal Property	$	$	$
Other	$	$	$
Totals	$	$	$

EXPENSE INFORMATION

	Balance	Monthly Payment	Delinquent?
First Mortgage	$	$	☐ Yes ☐ No
Other Mortgages/Liens	$	$	☐ Yes ☐ No
Property Taxes (if not already escrowed)	$	$	☐ Yes ☐ No
Hazard Ins. (if not already escrowed)	$	$	☐ Yes ☐ No
Homeowner's Assoc. Dues	$	$	☐ Yes ☐ No
Auto Loan	$	$	☐ Yes ☐ No
Auto Loan	$	$	☐ Yes ☐ No
Auto Expenses:	$	$	☐ Yes ☐ No
Gasoline	$	$	☐ Yes ☐ No
Insurance	$	$	☐ Yes ☐ No
Personal Loan	$	$	☐ Yes ☐ No
Personal Loan	$	$	☐ Yes ☐ No
Student Loan	$	$	☐ Yes ☐ No
Student Loan	$	$	☐ Yes ☐ No
Credit Card	$	$	☐ Yes ☐ No
Credit Card	$	$	☐ Yes ☐ No
Credit Card	$	$	☐ Yes ☐ No
Credit Card	$	$	☐ Yes ☐ No
Credit Card	$	$	☐ Yes ☐ No
Credit Card	$	$	☐ Yes ☐ No
Health Insurance	$	$	☐ Yes ☐ No
Medical Expenses	$	$	☐ Yes ☐ No
Alimony / Child Support	$	$	☐ Yes ☐ No
Child Care	$	$	☐ Yes ☐ No
Utilities:	$	$	☐ Yes ☐ No
Water	$	$	☐ Yes ☐ No
Sewer	$	$	☐ Yes ☐ No
Electric	$	$	☐ Yes ☐ No
Gas	$	$	☐ Yes ☐ No
Phone	$	$	☐ Yes ☐ No
Cable	$	$	☐ Yes ☐ No
Household Supplies	$	$	☐ Yes ☐ No
Groceries	$	$	☐ Yes ☐ No

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ADDITIONAL INFORMATION
Should it be necessary to expand on information that you have furnished in any of the sections outlined in this Financial Analysis Form, or should you wish to provide additional information and/or comments that might be helpful to this process, please feel free to do so in the space provided below:

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HELP FOR AMERICA'S HOMEOWNERS.

MAKING HOME AFFORDABLE℠

Servicer:_____
Address of Servicer:_____
_____
_____

Loan #:_____
Servicer FAX:_____
Servicer Email:_____

Borrower:_____
Co-Borrower:_____
Address of Borrower:_____
_____
_____

Borrower Phone:_____
Borrower Email:_____

Date:_____/_____/_____

Request for Approval of Short Sale Pursuant to Agreement Dated (Date of SSA:_____/_____/_____)

This is a Request for Approval of the Short Sale Pursuant to Agreement Dated [Date of SSA] between the above referenced Servicer ("Servicer") and the borrower and co-borrower ("Borrower" or "you"). Under penalty of perjury you certify that:

1) the sale of the property is an "arm's length" transaction, between parties who are unrelated and unaffiliated by family, marriage, or commercial enterprise;
2) there are no agreements or understandings between you and the Buyer that you will remain in the property as a tenant or later obtain title or ownership of the property;
3) neither you nor the Buyer will receive any funds or commissions from the sale of the property; and
4) there are no agreements or offers relating to the sale or subsequent sale of the property that have not been disclosed to the Servicer.

Please read and sign below.

_____ _____
Borrower Signature Date

_____ _____
Co-Borrower Signature Date

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Program Terms And Conditions

MAKING HOME AFFORDABLE℠

Terms of Sale [All blanks to be completed by Borrower]:			
1. Contract Sales Price	$	6. Closing Date:	
2. Less Total Allowable Closing Costs	$	7. Approved Buyer(s):	
a. Commissions	$		
b. Settlement Escrow/Attorney Fees	$		
c. Seller's Title and Escrow Fees	$	8. Settlement Agent:	
d. Subordinate Lien Payoff	$		
e. Transfer taxes/stamps/recording fees	$		
f. Real Property Taxes	$	9. Settlement Agent's Address:	
g. Termite Inspection/Repair	$		
h. Borrower Relocation Assistance	$ 3,000		
i. Other (attach explanation)	$		
3. Net Proceeds to Servicer	$		
4. Earnest Money Deposit	$	10. Settlement Agent's Office Phone:	
5. Down Payment	$	11. Settlement Agent's Office Fax:	

As required by the Short Sale Agreement, copies of the following documents are attached:

❒ Sales contract and all addenda
❒ Buyer's documentation of funds or Buyer's pre-approval or commitment letter on letterhead from lender

The Borrower represents that the information provided in this Request is true and accurate and authorizes the Servicer to disclose to the U.S. Department of the Treasury or other government agency, Fannie Mae and/or Freddie Mac any information provided in connection with the Making Home Affordable program.

Borrower Signature	Date	Co- Borrower Signature	Date
Printed Name		Printed Name	

If you would like to speak with a counselor about this program, call the Homeowners HOPE™ Hotline 1-888-995-HOPE (4673). The Homeowner's HOPE™ Hotline offers free HUD-certified counseling services and is available 24/7 in English and Spanish. Other languages are available by appointment.

If you have questions, please contact us directly between the hours of [insert hours] at [insert toll free number.]

NOTICE TO BORROWER

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 but not limited to misstatement regarding your 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 misrepresentations 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 Hotline Office of the Special Inspector General for Troubled Asset Relief Program, 1801 L St. NW, Washington, DC 20220.