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Fostering Self-Reliance

Foreclosure Customer Check List

In order to assist you, all of the documents below must be returned.

Please complete, sign and date these forms (included in packet). DOCUMENTS MUST BE SIGNED BY ALL BORROWERS ON THE MORTGAGE AND SPOUSES):

- ❒ Request for Services (application form)
- ❒ Foreclosure Prevention Intake Questions
- ❒ Privacy Policy
- ❒ Foreclosure Mitigation Agreement and Real Estate Disclosure
- ❒ Housing Counseling Program Disclosure Form
- ❒ Authorization for Release of Information
- ❒ Dodd-Frank Disclosure
- ❒ Household Information Worksheet
- ❒ Request for Transcript of Tax Return (Federal Form 4506 T)

In addition, please submit COPIES of the following for ALL BORROWERS on the mortgage and SPOUSES (*Please note, we are unable to make copies for you*):

- ❒ 2016 & 2017 Federal Tax Returns (page 2 MUST be signed). *If you are self-employed* include current and prior year's Profit and Loss statements.
- ❒ Two years of most recent W2's
- ❒ Current Utility Bill (i.e. PSE&G, Water and Sewage)-**All Pages**
- ❒ Copy of Home Insurance Policy (Page 1 Declaration)
- ❒ Two most recent Bank statements-**All Pages**
- ❒ Last 30 days paystubs or income verification. (*If self-employed*, Profit and Loss statement for 2017).
- ❒ Hardship letter (signed and dated)
- ❒ Valid government ID
- ❒ Last mortgage statement
- ❒ Copy of court Summons, Notice of Foreclosure
- ❒ Bankruptcy Discharge/Dismissal (if applicable)

If you do not have copies of the documents listed below, please ask for information on how to obtain them.

□ Copy of Deed (First 3 pages)
□ Copy of Mortgage Note