

## WORKOUT PROPOSAL REQUIRED MATERIALS

### Required Documents needed are checked off

Homeowner Name: \_\_\_\_\_

Date of the Request: \_\_\_\_\_

**TIP: EVEN IF YOU HAVE PROVIDED SOME OR ALL OF THE ABOVE INFORMATION TO THE LENDER PREVIOUSLY BRING IT WITH YOU TO THE MEDIATION!**

- 3 MONTHS OF RECENT BANK STATEMENTS - MOST RECENT FROM DATE OF MEDIATION some banks will not accept online printouts of statements so you will need to provide the actual statement (or a PDF printout)
- 30 days of Pay Stubs (most recent from date of mediation)
- 2 most current years of Tax Returns (signed & dated)
- Hardship Letter
- HAMP application
- Signed and dated IRS Form 4506T (Request for Transcript of Tax Return) – available on bank website
- If you have your own business: a Profit And Loss Statement (greater of past 3 months or year-to-date)
- If you have tenants: a signed lease or notarized letter(s) from tenant(s) with proof of receipt of the most recent 2 months of rental payments
- If you are getting contributions from a third party: Notarized Third Party Letter of Authorization
- Proposal, including amount of up-front funds and any interest rate reduction request
- Proof of other household income (Unemployment, SS, child support, etc.)
- Current Utility Bills
- If Recently Awarded Disability: A Copy Of Award Letter
- If You Are Receiving Child Support Or Alimony: Documentation Reflecting The Amount And Frequency Of Payments, and proof of receipt of the 2 most recent months
- If You Have Student Loans That Are In A Deferred Status: Proof Of Deferment
- Dodd Frank Certification
- If Loans Have Been Charged Off: Proof Of Charge Off
- Financial statement sheet – including monthly budget of income and expenses\*
- Your most recent correspondence from the lender

If you are seeking a short-sale:

- Estimated HUD-1 Settlement Statement
- Listing agreement
- Agreement of Sale
- Mortgage Commitment
- Contact number and consent for bank access appraisal
- Other \_\_\_\_\_

**TIP: REVIEW YOUR CREDIT REPORT BEFORE MEDIATION AND BE PREPARED TO ADDRESS FOR ALL ITEMS/ACCOUNTS ON REPORT: SOME BANKS WILL ATTRIBUTE YOU WITH MAKING MINIMUM REQUIRED PAYMENTS EVEN IF YOU ARE PAYING NOTHING**

**PLEASE KEEP IN CONTACT WITH YOUR HOUSING COUNSELOR AND MAKE SURE YOU PROVIDE THE COUNSELOR WITH UPDATED DOCUMENTS.**