

SAMPLE DOCUMENT CHECKLIST FOR LOAN MODIFICATION APPLICATION

Each of these forms may be required from every person on the promissory note.

- RMA (Request for Mortgage Assistance) or UBAF (Uniform Borrowers Assistance Form).
- Form 4506-T for the last 2 consecutive tax years.
- Hardship Letter (dated and signed).
- Most recent 2 months of pay stubs.
- Most recent 2 months of bank statements (all pages) with deposits circled and labeled.
- Most recent 2 years of income tax returns (all pages) and/or extensions filed (if none filed, dated and signed letter of explanation required).
- Most recent utility bill with property physical address and borrower name(s).
- Budget analysis (dated and signed by certified housing counselor).

OTHER INCOME:

- Social Security, Disability, Unemployment, Pension, Welfare, Food Stamps, etc.: Original award letter must be submitted from the agency from which you're receiving benefits.
- Spousal support and/or child support: Divorce Decree or verification from Child Support Enforcement Agency (CSEA).
- Rental Income (roommate, sublet, rental property): Provide rental lease agreement(s) and 2 months proof of rent payments (bank deposits showing amount of rent collected).
- Self-Employed: P&L (profit & loss statement) for 3 most recent months (signed and dated), 2 most recent years of income tax returns, and 2 month of business bank statements.
- Contributor(s): Signed and dated contribution letter. The letter must include: 1) pledge to contribute a certain amount (\$___) each month to the household income, 2) full legal name, and 3) mailing address. The contributor(s) must attach to the letter their most recent 2 months of pay stubs and bank statements.

NOTE: After 90 days, the lender will often need updated documents.

(It is common to have to resubmit documents during a modification application process.)