

1111111

**BOB**  
**Invoice**

BILL TO  
Miko Micheal  
1 street  
Los Angeles, CA 90000

Invoice #
Invoice Date
Customer ID

DATE	YOUR ORDER #	OUR ORDER #	SALES REP.	F.O.B.	SHIP VIA	TERMS	TAX ID

QTY	ITEM	UNITS	DESCRIPTION	DISCOUNT %	TAXABLE	UNIT PRICE	TOTAL

Subtotal	
Tax	
Shipping	
Miscellaneous	
<b>BALANCE DUE</b>	

Please return the portion below with your payment.

REMITTANCE

Invoice #	
Customer ID	
Date	
Amount Enclosed	

CASIMOD SAMPLE

**STATEMENT**

It is not necessary to pay a third party to arrange for a loan modification or other form of forbearance from your mortgage lender or servicer.

You may call your lender directly to ask for a change in your loan terms.

Nonprofit housing counseling agencies also offer these and other forms of borrower assistance free of charge. A list of nonprofit housing counseling agencies approved by the United States Department of Housing and Urban Development (HUD) is available from your local HUD office or by visiting [www.hud.gov](http://www.hud.gov).

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature and Date

**CASIMOD SAMPLE**

**SERVICES**

The undersigned understand that **BOB** will not be performing the following services;

1. Debt, budget, or financial counseling of any type
2. Receive money for the purpose of distributing it to creditors in payment or partial payment of any obligation secured by a lien on a residence in foreclosure
3. Arrange or attempt to arrange for an extension of the period within which the owner of a residence in foreclosure may cure his or her default and reinstate his or her mortgage obligation
4. Arrange or attempt to arrange for any delay or postponement of the time of sale of the residence in foreclosure
5. Advise the filing of any document or assisting in any manner in the preparation of any document for filing with any Bankruptcy court
6. Give any advice, explanation or instruction to an owner of a residence in foreclosure which in any manner relates to the cure of a default in or the redemption of an obligation secured by a lien on the residence in foreclosure, the full satisfaction of that obligation, or the postponement or avoidance of a sale of a residence in foreclosure pursuant to power of sale contained in any deed of trust
7. Arrange or attempt to arrange for the payment by the beneficiary, mortgagee, trustee under a power of sale, or counsel for the beneficiary, mortgagee, or trustee, of the remaining proceeds to which the owner is entitled from a foreclosure sale of the owner's residence in foreclosure.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature and Date

## INSTRUCTIONS

### Preparation

Preparing for a mortgage modification requires careful planning on your part. Essentially, you will be proving to your current Lender that you can qualify to remain a home-owner. Complicating the issue is the fact that your Lender will review all your expenses, including expenses such as utilities, child care and groceries. These items were not considered by your Lender when you originally qualified for your home loan. Therefore, it is imperative that you correctly show all your expenses but you also must ensure that it does not exceed your total net monthly income as well as Lender ratio tolerances. *Exposing your finances to your Lender may lead to a denial regarding your request for a mortgage modification.*

To begin the process of completing your modification request package, start with gathering the necessary documentation. If you are unable to gather the necessary documentation, it is important to note that your Lender will most likely not make any allowances for being unable to do so. A successful modification request is entirely based on your providing your Lender with all documentation so your Lender may consider your request. Not providing the required documentation to your Lender will delay your request or even be cause for denying your modification request.

It is also important to note your Lender may not necessarily delay or stop collection activities including possible foreclosure proceedings. A modification request is a consideration by your Lender to reduce your current mortgage payment and provide you with additional alternatives to assist you in balancing your budget. Your Lender is not obligated to provide you with a reduced mortgage payment.

Do not expect an immediate response from your Lender. In many cases, the process of applying for a modification may take up to 90 days or even 120 days. Consistent follow up will be a routine that you must expect during the time period where your mortgage modification is pending a decision by your Lender.



*Exposing your finances to your Lender can lead to a denial of your mortgage modification request*

*Not providing all and the correct documentation to your Lender will delay your request and may even lead to a denial*

*Collection activities including possible foreclosure proceedings may continue*

*A response from your Lender may take up to 120 days*

## Step 1 - collect documentation

Before starting your modification request package, gather the following documentation:

check

- 1. Most recent two (02) years Federal Income Tax Returns
- 2. If self-employed, complete a year to date Profit-and-Loss Statement (included in this package)
- 3. If employed, gather two (02) most recent paystubs (ensure they reflect year-to-date income)
- 4. If retired, gather current retirement award letter(s)
- 5. Three (03) most recent personal bank statements including all pages
- 6. If self-employed, three (03) most recent business bank statements including all pages
- 7. If receiving room rent or room rentals, collect signed and dated letter from the renter or renters stating such
- 8. If receiving family support, collect signed and dated letter from the family member or family members stating such
- 9. If receiving rental income from an investment property or properties, gather all current lease agreements, signed and dated
- 10. If you have an investment property or investment properties, complete a Schedule of Real Estate (included in this package)
- 11. If you are receiving spousal support, gather the executed divorce decree
- 12. If you are receiving child support, gather the executed spousal support order
- 13. If you receive any other consistent monthly income, collect the supporting documentation
- 14. Copy of most recent home-owners insurance policy
- 15. Copy of most recent utility bill showing your name or names and subject property address

## Step 2 – Check documentation

Now that you have gathered the documentation, complete and/or circle items as instructed below (do not highlight)

check

- 1. Sign and date most recent two (02) years Federal Income Tax Returns
- 2. If self-employed sign and date year to date Profit-and-Loss Statement
- 3. If employed, sign and date (02) most recent paystubs and circle gross year-to-date income, net year-to-date income and 'paid through' date
- 4. If retired, sign and date retirement award letter(s) and circle the amount received prior to any deductions
- 5. Sign and date all pages of personal bank statements
- 6. Sign and date all pages of business bank statements
- 7. If receiving room rent or room rentals, sign and date and circle the amount received
- 8. If receiving family support, sign and date and circle the amount received
- 9. If receiving rental income from an investment property or properties, sign and date all lease agreements and circle the amount received
- 10. If you have a investment property or investment properties, sign and date the Schedule of Real Estate
- 11. If you are receiving spousal support, sign and date the divorce decree and circle the amount received
- 12. If you are receiving child support, sign and date the spousal support order and circle the amount received
- 13. If you receive any other consistent monthly income, sign and date the supporting documentation and circle the amount received
- 14. Sign and date home-owners insurance policy
- 15. Sign and date utility bill and circle your name or names and delivery address

### Step 3 – Calculate your monthly income

You will now need to calculate your monthly gross and net income for each type of income that you receive. Separate all your income documentation to complete this step. Worksheets based in income type are attached.

If the income worksheet does not apply, discard from this package.

Explanations regarding how to calculate income are as follows;

- **Gross income** excludes any deductions. It is the income you earn but don't get to keep because of deductions such as income tax and insurance
- **Net income** includes all deductions. It is the income you actually keep and get to spend
- **Vacancy factor** is the rental income the Lender actually gives you credit for. The Lender applies a 25% reduction of your rental income to compensate for the possibility of not having a renter in the rental property
- **Gross up** applies to income that does not have income tax deducted. The Lender will give you credit for 125% of the non-taxed income
- **Documentable income** is the ability to clearly show how income is received with documents that can evidence income. A signed letter from the paying party may suffice sometimes but may not always be acceptable by your Lender
- **Ratio's** are percentages that your Lender will review to test your hardship regarding your mortgage modification request
- **Disposable** is the amount of money you have left over every month after paying your mortgage payment(s), credit card(s), installment loan(s), and other monthly expenses (such as groceries and utilities)

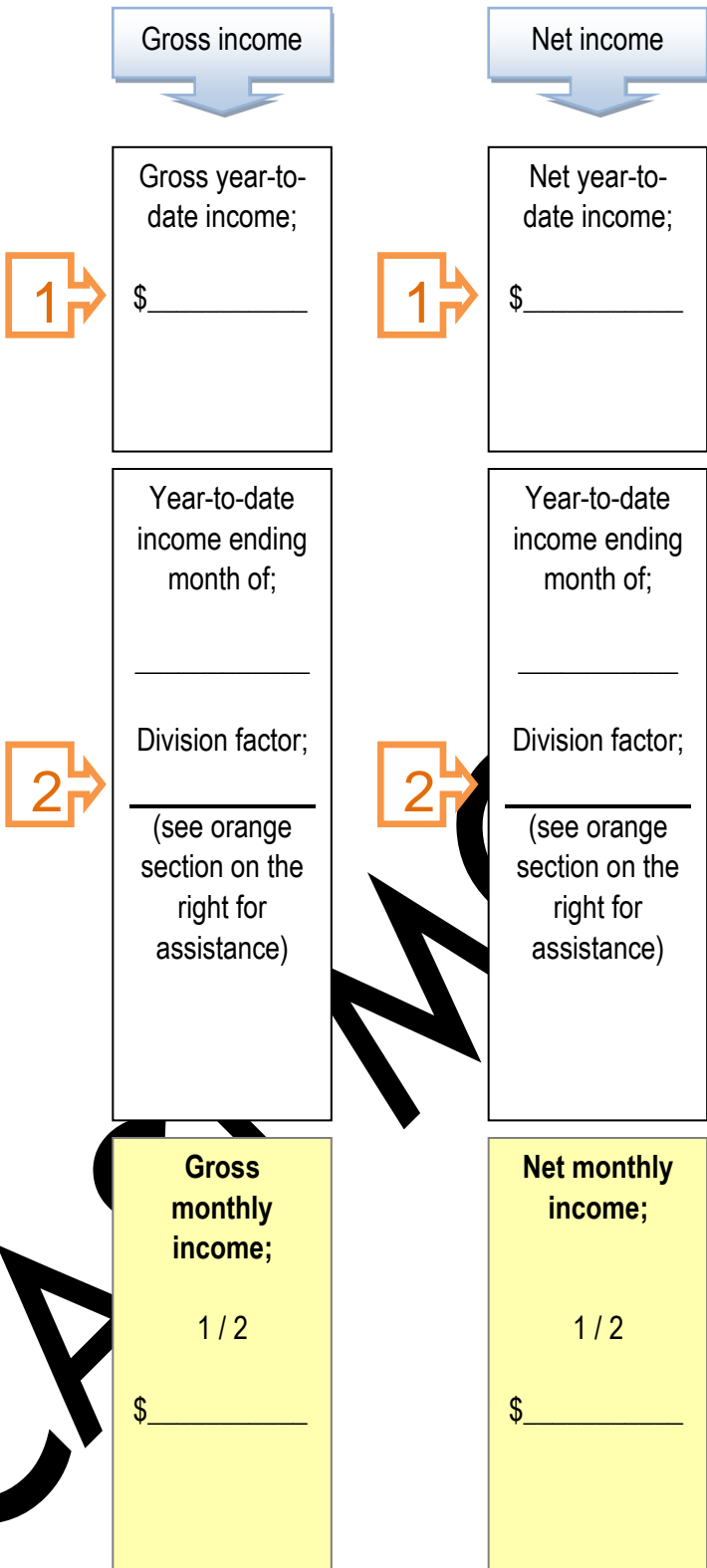
**Wage-earner (income based on hourly wage including overtime)**

	Gross income	Net income
<b>1</b>	Gross year-to-date income; \$ _____	Net year-to-date income; \$ _____
<b>2</b>	Pay period end date as indicated on paystub; ____/____/____ Number of months; (see orange section on the right for assistance)	Pay period end date as indicated on paystub; ____/____/____ Number of months; (see orange section on the right for assistance)
	<b>Gross monthly income;</b>  1 X 2 \$ _____	<b>Net monthly income;</b>  1 X 2 \$ _____

Pay period end date	1 <sup>st</sup>	15 <sup>th</sup>	30 <sup>th</sup>
Jan	0	.5	1
Feb	1	1.5	2
Mar	2	2.5	3
Apr	2	3.5	4
May	4	4.5	5
Jun	5	5.5	6
Jul	6	6.5	7
Aug	7	7.5	8
Sep	8	8.5	9
Oct	9	9.5	10
Nov	10	10.5	11
Dec	11	11.5	12



**Commission income**



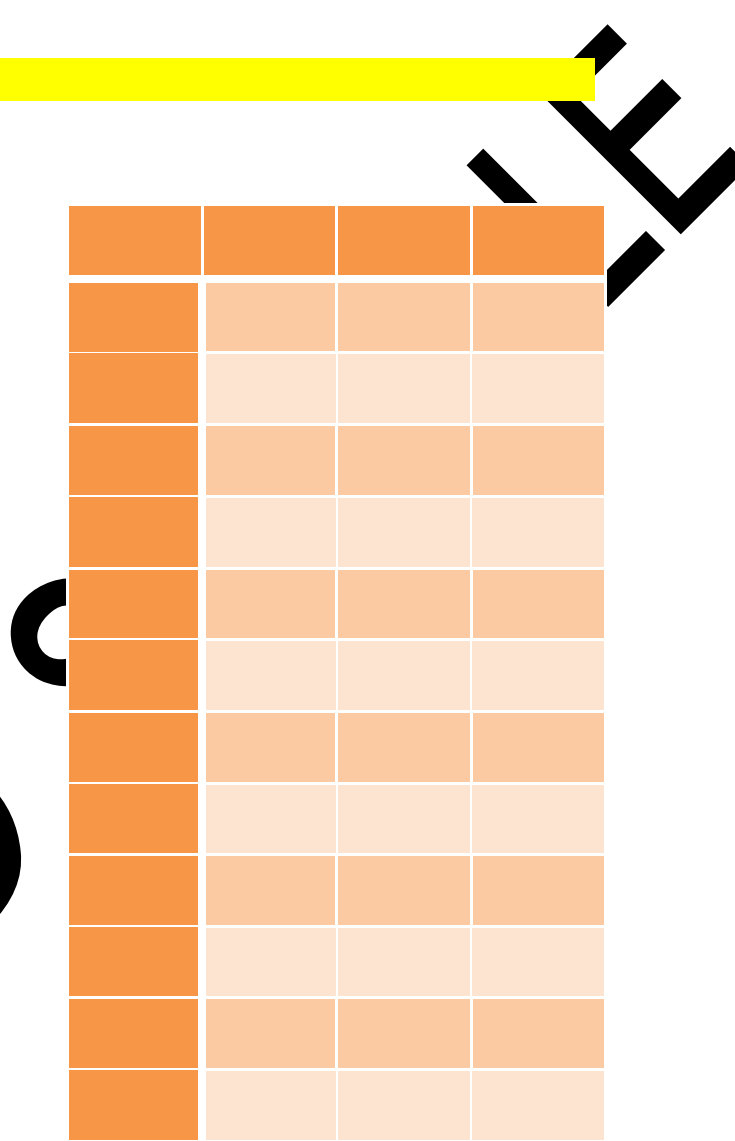
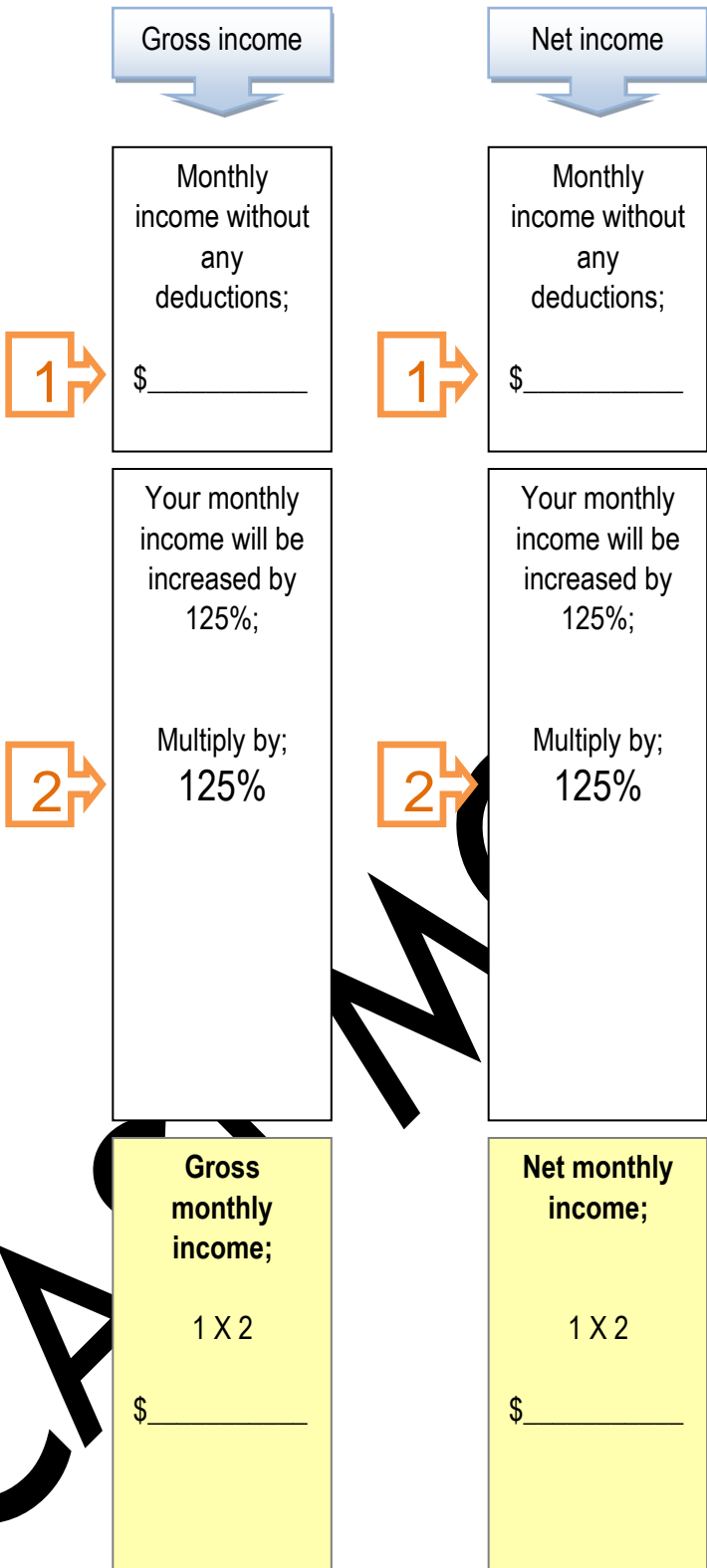
Pay period end dates	1 <sup>st</sup>	15 <sup>th</sup>	30 <sup>th</sup>
Jan	0	.5	1
Feb	1	1.5	2
Mar	2	2.5	3
Apr	3	3.5	4
May	4	4.5	5
Jun	5	5.5	6
Jul	6	6.5	7
Aug	7	7.5	8
Sep	8	8.5	9
Oct	9	9.5	10
Nov	10	10.5	11
Dec	11	11.5	12

**Self-employed (complete year-to-date Profit-and-Loss Statement first)**

	Gross income	Net income
	Gross year-to-date income; \$ _____	Net year-to-date income; \$ _____
1 →		
	Year-to-date income ending month of; _____	Year-to-date income ending month of; _____
	Division factor; _____	Division factor; _____
2 →	(see orange section on the right for assistance)	(see orange section on the right for assistance)
	<b>Gross monthly income;</b>  1 / 2 \$ _____	<b>Net monthly income;</b>  1 / 2 \$ _____

Month ending	Factor		
Jan	1		
Feb	2		
Mar	3		
Apr	4		
May	5		
Jun	6		
Jul	7		
Aug	8		
Sep	9		
Oct	10		
Nov	11		
Dec	12		

**Retirement income (social security)**



















**Step 4 – Exclude debts if you are not paying for them**

If you have debts that you co-signed on, you may eliminate these from your debts if you can clearly show that another party is paying this debt.

If this is the case, complete the worksheet on the next page.

CASI MOD SAMPLE

THE FOLLOWING DEBTS ARE UNDER MY NAME. I AM A CO-SIGNOR ON THESE ACCOUNTS AND I DO NOT PAY THE MONTHLY PAYMENT.

Debt paid to	Debt paid by	Can show cancelled checks	Monthly payment \$

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FILE

**Step 5 – Detail debt(s)**

You will now detail all debts that you owe. This section does not include rental property mortgage payments (see Schedule of Real Estate).

CASIMOD SAMPLE



## Step 6 – Detail expenses

You will now detail all your expenses. Use a monthly average rather than the last billing amount paid.

Expenses	Monthly payment \$		
Telephone	\$		
Cell phone	\$		
Electricity	\$		
Cable	\$		
Water	\$		
Gas	\$		
Trash	\$		
Groceries	\$		
Gasoline	\$		
Prescription(s)	\$		
Medical insurance (out of pocket)	\$		
Life insurance (out of pocket)	\$		
Auto insurance	\$		

Expenses	Monthly payment \$		
Disability insurance (out of pocket)	\$		
Spousal support	\$		
Child support	\$		
Child care	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
<b>TOTAL</b>	\$		



## Step 7 – Detail income

You will now detail all your income from the worksheets you completed.

Income	Monthly income \$		
Employment	\$		
Commission	\$		
Social security	\$		
Retirement	\$		
Unemployment	\$		
Room rent	\$		
Rental income	\$		
Child support	\$		
Spousal support	\$		
Family support	\$		
Government support	\$		
	\$		
<b>TOTAL</b>	<b>\$</b>		

**Step 8 – Verify mortgage payment hardship**



You have to qualify for a mortgage modification. Complete the worksheet below to ensure that the final numbers you created still allow you to qualify for a mortgage modification.

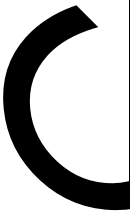
Current first mortgage ratio	\$	Qualified	Instructions
<b>Current <u>first</u> mortgage payment</b>	\$		Your Lender will only consider the mortgage payment that you pay to them. Not your combined monthly mortgage payments
<b>Property taxes</b> (if not included in monthly mortgage payment)	\$		
<b>Home owner insurance</b> (if not included in monthly mortgage payment)	\$		
<b>Association dues</b>	\$		
<b>TOTAL</b> 	\$		
<b>Total income</b> (see step 7) 	\$		
<b>Divide 1 by 2</b>	%		If result is less than 38%, your Lender may not qualify you for a mortgage modification based on your mortgage debt ratio

**Step 9 – Verify monthly disposable income**

You have to qualify for a mortgage modification. Complete the worksheet below to ensure that the final numbers your created still allow you to qualify for a mortgage modification.



Current monthly payments	\$	Qualified	Instructions
Monthly income (see Total from Step 7)	\$		
TOTAL 	\$		
Monthly debts (see Total from Step 5)	\$		
Monthly expenses (see Total from Step 6)	\$		
TOTAL 	\$		
Deduct 2 from 1	\$		If result is greater than \$500.00 per month, your Lender may not consider you for a mortgage modification



**Step 10 – Edit or complete statements including in this package**

Now that you have completed all your information, you can prepare your mortgage modification request package for your Lender.

Keep in mind that you should not expect results for 30 to 120 days depending on your Lender.

Based on the information you completed, edit the worksheet included in this package if necessary.

CASI MOD SAMPLE

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# Modification Request

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October 8, 2019

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**CASI MOD SAMPLE**

LENDER information	
Mortgage holder:	Bankamerica
Address:	
Account no.:	1111111
Telephone:	
Facsimile:	

HOME OWNER information	
Home-owner:	Miko Micheal
Social security no.:	
Date of Birth:	
Home-owner:	Micheal
Social security no.:	
Date of Birth:	
Home phone:	1111111111
Cell phone:	
Email:	delro@hotmail.com
Work phone:	
Work phone:	

EMPLOYMENT information	
Employer:	
Address:	
Work phone:	
Employer:	
Address:	
Work phone:	

INCOME and EXPENSE			
Borrower employment	\$4999	Telephone	\$100

Borrower second job	\$0	Cell phone	\$125
Borrower self-employment	\$0	Electricity	\$75
Borrower commission	\$0	Cable	\$100
Borrower social security	\$0	Water	\$50
Borrower retirement	\$0	Gas	\$50
Borrower unemployment	\$0	Trash	\$50
Co-borrower employment	\$0	Food	\$500
Co-borrower second job	\$0	Gasoline	\$0
Co-borrower self-employment	\$0	Prescription	\$0
Co-borrower commission	\$0	Medical insurance	
Co-borrower social security	\$0	Life insurance	\$0
Co-borrower retirement	\$0	Auto insurance	\$0
Co-borrower unemployment	\$0	Disability insurance	\$0
Room rent	\$0	Spousal support	\$0
Rental	\$0	Child support	\$0
Child support	\$0	Child care	\$0
Spousal support	\$0	Installment	\$0
Family support	\$0	Auto loan	\$0
Government support	\$0	Student loan	\$0
		Credit card	\$200
		Other mortgage payments	\$0
		Other	\$0
		Home owner association	\$0
		Taxes and insurance	\$0
		Bankamerica	\$1652
		None	\$0
<b>TOTAL</b>	<b>\$4999</b>	<b>TOTAL</b>	<b>\$2902</b>

The undersigned certifies that the information stated above is a true and accurate reflection of my current financial condition. I understand and acknowledge that the decision to originate by the Lender with regards to my mortgage loan will be made in strict reliance upon the financial information provided.

\_\_\_\_\_  
 Myo Michael date

\_\_\_\_\_  
 Michael date

CURRENT MORTGAGE FRONT-END DEBT RATIO

Current payment:	\$3500
Taxes and insurance:	\$0
Association dues:	\$0
Mortgage insurance (-):	\$0
<b>TOTAL PAYMENT:</b>	<b>\$3500</b>
MONTHLY INCOME:	\$4999
<b>F/E DEBT RATIO:</b>	<b>70.01%</b>

MODIFICATION REQUEST

Loan amount:	\$350000
Term:	Principal and Interest
Amortization:	30 months
Interest rate:	2.875%
PITI payment:	\$585.38
Association dues:	\$0
Escrow advance:	\$66.67
<b>TOTAL:</b>	<b>\$1652</b>
Monthly Income:	\$4999
<b>F/E DEBT RATIO:</b>	<b>33%</b>
<b>NET DISPOSABLE:</b>	<b>\$1398</b>

### Home Affordable Modification Program Hardship Affidavit

Borrower Name (first,middle,last): Miko Micheal Date of Birth: \_\_\_\_\_  
 Co-Borrower Name (first,middle,last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Property Street Address: 1 street  
 Property City, ST, ZIP: Los Angeles, CA 90000  
 Servicer: Bankamerica  
 Loan Number: 1111111

In order to qualify for Bankamerica's ("Servicer") offer to enter into an agreement to modify my loan under the federal government's Home Affordable Modification Program (the "Agreement"), I/we are submitting this form to the Servicer and indicating by my/our checkmarks  the one or more events that contribute to my/our difficulty making payments on my/our mortgage loan.

Borrower Co-Borrower  
 Yes No Yes No

My income has been reduced or lost. For example: unemployment, underemployment, reduced job hours, reduced pay, or a decline in self-employed business earnings. I have provided details below under "Explanation."

Yes No Yes No

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). I provided details below under "Explanation."

Yes No Yes No

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 have provided details below under "Explanation."

Yes No Yes No

My cash reserves are insufficient to maintain the payment on my mortgage loan and cover existing 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). I have provided details below under "Explanation."

Yes No Yes No

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. I have provided details below under "Explanation."

Yes No Yes No

There are other reasons I/we cannot make our mortgage payments. I have provided details below under "Explanation."

**Information for Government Monitoring Purposes**

The following information is requested by the federal government in order to monitor compliance with federal statutes that prohibit discrimination in housing. **You are not required to furnish this information, but are encouraged to do so. The law provides that a lender or servicer may not discriminate either on the basis of this information, or on whether you choose to furnish it.** If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race or sex, the lender or servicer is required to note the information on the basis of visual observation. **Check the box below if you have made this request for a loan modification in person. If you do wish to furnish the information, please check the box below.**

<b>BORROWER</b> <input type="checkbox"/> I do not wish to furnish this information		<b>CO-BORROWER</b> <input type="checkbox"/> I do not wish to furnish this information	
<b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		<b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
<b>Race:</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		<b>Race:</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	
<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male		<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	
<b>To be Completed by Interviewer</b>		Interviewer's Name (print or type)	
		Name and Address of Interviewer's Employer	
<input type="checkbox"/> Face-to-face interview	Interviewer's Signature		Date
<input type="checkbox"/> Mail	Interviewer's Telephone Number (incl. area code)		
<input type="checkbox"/> Telephone			
<input type="checkbox"/> Internet			

**Borrower/Co-Borrower Acknowledgment**

- 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 my/our need to modify the terms of my/our mortgage loan.
- I/we understand and acknowledge the Servicer 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 Servicer 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 this Hardship Affidavit, or if I/we do not provide all of the required documentation, the Servicer may cancel the Agreement and may pursue foreclosure on my/our property.
- 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 commit to credit counseling if it is determined that my/our financial hardship is related to excessive debt.

- 7. I/we certify that I/we am/are willing to provide all requested documents and to respond to all Servicer communication in a timely manner. I/we understand that time is of the essence.
- 8. I/we understand that the Servicer will use this information to evaluate my/our eligibility for a loan modification or other workout, but the Servicer is not obligated to offer me/us assistance based solely on the representations in this affidavit.
- 9. I/we authorize and consent to Servicer disclosing to the U.S. Department of Treasury or other government agency, Fannie Mae and/or Freddie Mac any information provided by me/us or received by Servicer in connection with the Home Affordable Modification Program.

Borrower Signature	Date	Co-Borrower Signature	Date
E-mail Address: mdelro@hotmail.com		E-mail Address:	
Cell Phone #		Cell Phone #	
Home Phone # 1111111111		Home Phone #	
Work Phone #		Work Phone #	
Social Security #		Social Security #	

Explanation

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**MORTGAGE MODIFICATION RESULT**

We are requesting the modification terms requested for you favorable consideration. The requested modified mortgage terms will create a financial structure that I/we will be able to meet in order to remain a home-owner. We do wish to retain our home and your consideration and assistance will clearly help me/us during these difficult and challenging financial times.

We are looking forward to your review of our request and I/we are interested in exploring other favorable payment options you may present. I/we understand that you alone have the option to consider our request and approve our request. However, as I/we have ourselves explored and adjusted our finances as much as possible, in the event you will not find favorable payment options that meet my/our financial needs, I/we may need to explore further options to retain home-ownership to prevent me/us from becoming another foreclosure statistic.

We anxiously await your reply.

**Step 11 – Prepare the mortgage modification request package**

Using the Submission checklist included in this package, place all documents in the order specified and mark the Submission checklist based on the documentation you are including.

**CASI MOD SAMPLE**

# SUBMISSION CHECKLIST

Lender: Bankamerica Account no.:1111111

Home-owner: Miko Micheal

Represented by: BOB

## EXPLANATION AND AUTHORIZATION INCLUDED IN THIS PACKAGE

### EXPLANATION AND AUTHORIZATION

- Explanation providing further details regarding modification request
- Home-owner authorization(s)
- Hardship letter (signed and dated)
- 4506T authorization (signed and dated)

## INCOME DOCUMENTS INCLUDED IN THIS PACKAGE:

### WAGE-EARNER INCOME DOCUMENTATION

- Paystub(s) (dated within 30 days)
  - Verification of Employment
    - Employer verification regarding income change
- 2008 Federal tax return (signed and dated)
- 2007 Federal tax return (signed and dated)

### SELF-EMPLOYMENT INCOME DOCUMENTATION

- Year-to-Date Profit and Loss Statement (signed and dated)
- 2008 Federal tax return (signed and dated)
- 2007 Federal tax return (signed and dated)

### FIXED INCOME DOCUMENTATION

- Social Security Award letter(s) (current year)
  - Verification of continuance
- Retirement award letter(s) (current year)
  - Verification of continuance
- Disability award letter(s) (current year)
  - Verification of continuance

**OTHER INCOME DOCUMENTATION**

- \_\_\_ Unemployment award letter
  - \_\_\_ Verification of continuance for at least 9 months
- \_\_\_ Child support received
  - \_\_\_ Verification of continuance for at least 12 months
- \_\_\_ Spousal support received
  - \_\_\_ Verification of continuance for at least 12 months
- \_\_\_ Rental agreements (signed and dated)
  - \_\_\_ rental agreements included
  - \_\_\_ Schedule of real estate
- \_\_\_ Room rent letter(s) (signed and dated)
  - \_\_\_ letters included

SAMPLE

**OTHER DOCUMENTATION INCLUDED IN THIS PACKAGE:**

- \_\_\_ Recent property tax assessment bill
  - \_\_\_ Evidence paid (if not included in mortgage payment)
- \_\_\_ Home-owner insurance verification
  - \_\_\_ Evidence paid (if not included in mortgage payment)
- \_\_\_ Home-owner association dues current year (if applicable)
- \_\_\_ Evidence of owner-occupied occupancy
- \_\_\_ Bank statements (all pages)
  - \_\_\_ consecutive months (personal)
  - \_\_\_ 6 consecutive months (business, if applicable)

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CASIMOD

**Step 11 – Send the mortgage modification request to your Lender**

Using the fax cover sheet included in this package, fax all information to your Lender.

**CASI MOD SAMPLE**

MODIFICATION

**FAX**

**To:** Bankamerica

**Phone:**

**Company Name:** Bankamerica

**Fax:**

**From:** Mico Micheal

**Phone:** 1111 1111

**Cell Phone:**

**Fax:**

**Number of Pages:** \_\_\_\_\_

**Urgent:** MODIFIED MORTGAGE PAYMENT NEEDED

**Action Requested:** REVIEW FOR MORTGAGE MODIFICATION

CASIMOD SAMPLE

## Step 12 – Follow-up

It is important that you contact your Lender on consistent basis to ensure that your mortgage modification request has been received and is being processed. In many cases, your Lender will most likely request additional documentation from you in order to review your mortgage modification request.

You will most likely receive a call from your Lender shortly after receipt of your package, where they will ask to go over your expense information verbally. Make sure you have your Expense and Income worksheets easily accessible so you can repeat the information that is noted on these worksheets.

Use the Modification Calendar included in the package to note each time you contact your Lender and what the results were. As important, note each time your Lender contact you and what the results were. This will ensure that you carry a detailed record each time you contact your Lender. Circle the date that you contacted your Lender and then complete the conversation details.

As a rule of thumb, you should contact your Lender at least once per week for an update regarding your mortgage modification request.

If you receive a pre-qualification and/or approval of your mortgage modification request from your Lender, use the Pre-qualified worksheet included in this package to detail the results.

If you receive a denial of your mortgage modification request from your Lender, use the Denial worksheet included in this package to detail the results.

### Modification calendar

#### September

Mon	Tues	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### Conversation details

Date	Time	Spoke with	Conversation

### Modification calendar

October						
Mon	Tues	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Conversation details

Date	Time	Spoke with	Conversation

### Modification calendar

November						
Mon	Tues	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### Conversation details

Date	Time	Spoke with	Conversation

### Modification calendar

December						
Mon	Tues	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Conversation details

Date	Time	Spoke with	Conversation

### Modification calendar

January						
Mon	Tues	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Conversation details

Date	Time	Spoke with	Conversation

### Modification calendar

February						
Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### Conversation details

Date	Time	Spoke with	Conversation

### Modification calendar

March						
Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Conversation details

Date	Time	Spoke with	Conversation

### Modification calendar

April						
Mon	Tues	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### Conversation details

Date	Time	Spoke with	Conversation



**Pre-qualification / Approval**

Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Pre-qualification / Approval is subject to the following documentation;

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Mortgage modification terms I/We have seen pre-qualified / Approved for;

1. Monthly mortgage payment beginning \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_
2. Monthly mortgage payment beginning \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_
3. Monthly mortgage payment beginning \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_
4. Monthly mortgage payment beginning \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_
5. Monthly mortgage payment beginning \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_
6. Monthly mortgage payment beginning \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

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**Denial**

Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Denial reason;

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Is there anything else that can be done to assist me to remain a home-owner?;

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

*If the lender is unwilling to assist you with a mortgage modification, you may want to consider seeking third party professional assistance*

Profit and Loss Statement Ending Month of: \_\_\_\_\_

Prepared by: \_\_\_\_\_

GROSS YEAR-TO-DATE INCOME \$ \_\_\_\_\_

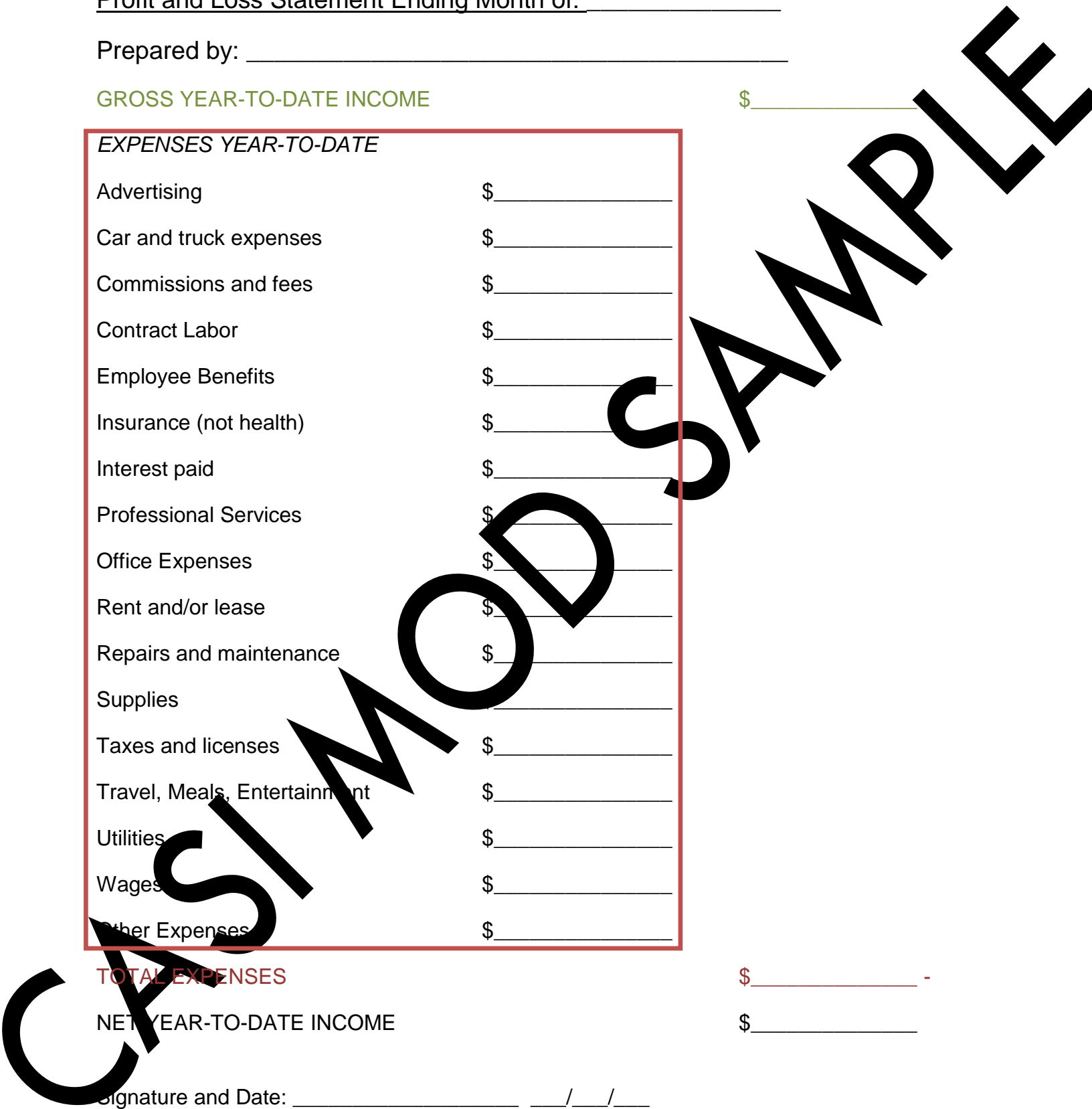
EXPENSES YEAR-TO-DATE

Advertising	\$ _____
Car and truck expenses	\$ _____
Commissions and fees	\$ _____
Contract Labor	\$ _____
Employee Benefits	\$ _____
Insurance (not health)	\$ _____
Interest paid	\$ _____
Professional Services	\$ _____
Office Expenses	\$ _____
Rent and/or lease	\$ _____
Repairs and maintenance	\$ _____
Supplies	_____
Taxes and licenses	\$ _____
Travel, Meals, Entertainment	\$ _____
Utilities	\$ _____
Wages	\$ _____
Other Expenses	\$ _____

TOTAL EXPENSES \$ \_\_\_\_\_ -

NET YEAR-TO-DATE INCOME \$ \_\_\_\_\_

Signature and Date: \_\_\_\_\_ / /



## Schedule of Real Estate

Property type <input type="radio"/> Single family, Townhouse, Condo <input type="radio"/> 2-units <input type="radio"/> 3-4 units <input type="radio"/> _____	Property address _____ _____
Mortgage balance owed \$ _____	Estimate house value \$ _____
Monthly rental income \$ _____	Monthly mortgage payment (incl. tax, ins, hoa) \$ _____
Mortgage holder & account no. _____ _____	Mortgage holder address _____ _____
Property type <input type="radio"/> Single family, Townhouse, Condo <input type="radio"/> 2-units <input type="radio"/> 3-4 units <input type="radio"/> _____	Property address _____ _____
Mortgage balance owed \$ _____	Estimate house value \$ _____
Monthly rental income \$ _____	Monthly mortgage payment (incl. tax, ins, hoa) \$ _____
Mortgage holder & account no. _____ _____	Mortgage holder address _____ _____

Signature and Date: \_\_\_\_\_ / /

**CASI MOD SAMPLE**