

Required Documents Checklist

Review the list below and provide the required documents. All documentation is required for us to open your file and begin work. Incomplete files will delay processing.

ORIGINAL SIGNATURE FORMS

- FORECLOSURE MITIGATION COUNSELING AGREEMENT
- DISCLOSURE OF PROGRAMS AND SERVICES
- COMPLETED FORECLOSURE INTAKE FORM
- COMPLETED BORROWERS AUTHORIZATION FORM
- 4506-T
- HARDSHIP LETTER

PROVIDE COPIES ONLY OF THE FOLLOWING FORMS

- 3 CURRENT PAYSTUBS
- 3 MONTHS BANK STATEMENTS – INCLUDES ALL PAGES, EVEN BLANK PAGES
- W-2's & TAX RETURNS 2 YRS (2007-2008) - INCLUDES ALL PAGES, ALL SCHEDULES (copies)
- IF SELF EMPLOYEED*: 2 YRS (2007-2008) 1099/GROSS RECEIPTS and TAX RETURNS YEAR-TO-DATE PROFIT AND LOSS STATEMENT. TAX RETURN: INCLUDES ALL PAGES, ALL SCHEDULES, EVEN BLANK PAGES
- MORTGAGE STATEMENTS
- COPIES OF YOUR MORTGAGE "NOTE" or LOAN DOCUMENTS
- ALL SUPPORTING DOCUMENTATION PERTINENT TO YOUR CASE
- UTILITY BILL – LATEST MONTH
- HOME OWNERS ASSOCIATION BILL – LATEST MONTH (if applicable)
- PROPERTY TAX BILL (latest installment)
- HOMEOWNERS INSURANCE POLICY

Call NHS OC when you have collected all of your documents to discuss the next steps. Provide Original Signature Forms as indicated above. Bring COPIES (as noted above) of all required documents to ensure accurate assessment. All information on file is considered confidential and will be treated as such