

Home Retention Program - STEPS

Thank you for contacting Community Funding Inc. If you have problems with your mortgage, counselors can help you with the following:

- ◆ Comprehensive education and counseling services
- ◆ Advocacy on your behalf with your mortgage lender and/or servicer
- ◆ Negotiate a long-term affordable solution so you can save/stay in your home.
- ◆ Negotiate time for you to move or vacate if you no longer wish to remain in your home.
- ◆ Negotiate a “Short Sale” if you wish to sell your property.

1. Information Required:

In order to best assist you and start the process, please complete the attached program forms and provide **PHOTOCOPIES** of the following documents: **Fax: 781-843-5120**

- Completed Intake Forms** (Attached)
- Any foreclosure notices or communication from your lender or servicer** (court or sheriff sale complaints)
- Most recent monthly mortgage statement**
- Homeowner’s Insurance policy or insurance costs.**
- Real Estate Taxes or the costs of Real Estate Taxes**
- One (1) month of recent consecutive Pay-stubs and W-2’s for the last two years.**
- If self employed, Tax Returns 1040s for last two years** (All pages and Schedules)
- Bank Account Statements for the last 2 months (All pages)**
- Proof of Rental Income: Lease(s)**
- Proof of any other income** (child support, alimony, SSI, disability)

2. One-on-One Appointment

After receiving your documents, we will set up a phone counseling appointment with a trained professional who will review your situation, and set up a mutual course of action to deal with your immediate need. There may be a need for additional information ; so, please keep all related documents in a safe place and give this your highest priority.

3. Workout Submission to your Lender

Based on the options discussed, your consultant will submit a proposal to your lender or servicer. Your consultant will give you an idea as to the length of time it may take. During this time, the lender or servicer may request more information

4. Credit Repair and Budgeting Workshop.

If you need assistance in these areas, our local office provides educational classes to help you get back on your feet. Other class topics include debt prioritizing, home maintenance and repair and avoiding predatory loans.

What can you do in the mean time?

- **Do not avoid your lender's communications.** You should tell your lender that you are interested in keeping your home and are working with a housing counseling agency. They may offer you a workout solution, and if so, your consultant can review it before you agree to it. Always notify your consultant immediately if you receive a notice of foreclosure or sale date.
- **Save your money,** if the lender is no longer accepting payments. It will come in handy during the negotiation and may assist you if you wish to find a new home.
- **Increase your income and reduce monthly expenses** as much as possible to show your home is your highest priority.
- **Talk to your relatives, friends and church community.** While this is an embarrassing and frustrating experience, there may be people who can provide a support mechanism to help you save your home.

INTAKE FORM

I. CLIENT INFORMATION DATE: _____

Borrower Name _____ SSN: _____

Co-Borrower Name _____ SSN: _____

Property Address: _____

City, State, Zip: _____

Tel Home: () _____ - _____ best time to reach _____

Tel Work: () _____ - _____ hours _____

Cell Phone: () _____ - _____

Email address: _____

II. BRIEF DESCRIPTION OF DELINQUENCY

How many months in arrears on your mortgage? _____ Total arrears? \$ _____

Has your lender initiated foreclosure proceedings? _____.

Is there a sale date scheduled? ___ If so, when? _____

Are you currently in a bankruptcy? _____.

How much do you have saved towards your arrears? \$ _____

Are you a victim of predatory lending? _____

III. MORTGAGE INFORMATION

Current Lender or Servicer	
Loan Number	
Amount of the Loan	\$
When was the loan originated?	
Current balance	\$
Principal and Interest Payment	\$
Interest Rate	% Adjustable [] Fixed []
Mortgage	FHA [] VA [] Conventional []
Property Taxes	\$ escrowed? Yes or No
Homeowner's insurance	\$ escrowed? Yes or No

SECOND MORTGAGES / LIENS / JUDGMENTS

Loan Number:	Current Lender or Servicer:
Original Loan Amount:	Current Loan Amount:
Interest Rate:	Monthly Payments:
Other Liens or Mortgages:	

IV. HOUSEHOLD INCOME

	Amount (net per month)	Source (i.e. job, SSI, rental, unemployment, etc.)
Borrower		
Borrower		
Co-borrower		
Co-borrower		
Total Income		

V. DEMOGRAPHICS

Borrower: Gender: ____ Marital Status: _____ Disabled? ____ Household Head? ____

Co-Borrower: Gender: ____ Marital Status: _____ Disabled? ____ Household Head? ____

Family Size: _____ **Languages Spoken** _____

How were you referred to Community Funding Inc.? _____

Would you be willing to talk to the media about your story? Yes ____ No ____

Your Ethnicity Hispanic

Non-Hispanic

Your Race (Check one only)

American Indian / Alaskan Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

American Indian or Alaska Native and White

Asian and White

Black or African American and White

American Indian or Alaska Native and Black or African American

Other Multiple Race

Signature

Monthly Income / Expense Record

Expenses	Present Amount	Monthly debts on credit report (including taxes and insurance)
1st Mortgage		
2nd Mortgage		
Property taxes (if not included in mortgage)		
Homeowner's insurance (if not included in mortgage)		
Gas/ oil		
Electric		
Water/ sewage		
Phone		
Cell phone		
Life insurance		
Car insurance		
Installment loan with _____		
Installment loan with _____		
Charge account _____		
Charge account _____		
Charge account _____		
Charge account _____		
Charge account _____		
Food/ groceries		
Auto expenses		
Gasoline/ transportation		
Medical (doctor, dentist, eyecare, prescriptions)		
Daycare, babysitters		
Lunches, snacks, coffee		
Cable TV		
Pay per view, video rental		
Educational expenses (including books)		
Church/ religious donations		
Pet expenses		
Barber/ hair salon		
Allowance (including children)		
Cigarettes/ beverages (including alcoholic)		
Fast food/ restaurant		
New Clothing, shoes		
Gifts- birthday, anniversaries, holidays		
Travel		
Emergency savings		
Child support, alimony		
Other expenses		

AUTHORIZATION FORM

Borrower _____

Co-Borrower _____

Property Address _____

_____ **Zipcode** _____.

Telephone Numbers _____ **Email** _____

Lender _____ **Loan Number** _____

Servicer _____ **Conventional** **FHA**

Consultant _____ **Telephone** _____

Email Address _____

I authorize Community Funding Inc. and its representatives to speak on my behalf regarding my loan with my lender and with whoever has servicing responsibilities for my loan.

I also authorize the lender and/or servicer handling my loan to discuss my loan with Community Funding Inc. and/or its representatives.

I authorize Community Funding Inc. to pull credit reports to evaluate my credit for housing counseling purposes.

I authorize the lender and/or servicer to notify Community Funding Inc. and/or its representatives in the event that my loan payments become delinquent in the future, if the lender or servicer chooses to provide this service.

Borrower Signature

Date

Co-Borrower Signature

Date

Consultant

Date