

FDP Document Submission Worksheet

Case: _____ **v.** _____ **Docket No.** _____
Plaintiff Defendant(s)

INVESTOR/INSURER & LOAN TYPE: _____ **LOAN #:** _____

CONTACTS:

Best way to contact Homeowner(s): _____

Contact at law firm for lender: _____ Phone: _____

Email: _____ Fax: _____

Lender's Contact: _____ Phone: _____

Email: _____ Fax: _____

DOCUMENTS needed from Homeowner.

Write your **LOAN # ON ALL PAGES OF ALL DOCUMENTS** except **IRS Form 4506-T**.

- Request for Mortgage Assistance package ("RMA"). Fill out completely.
- Uniform Borrower Assistance Form, also known as the "710" or "UBAF Package."
- Dodd-Frank certification (This is **not** needed if you submit RMA package, because it is **in** that package).
- Hardship Letter: state when and how your hardship began, and when (if) it ended, and how circumstances are different now. **Sign and date.**
- Most recent utility bill in **borrower's** name (to show that borrower lives in the premises).
- IRS Form 4506-T. **No loan number on this document ONLY.** Fill in:
 - line 5, if not pre-filled, as follows: _____;
 - line 6, (1040 in most cases);
 - line 6(a), check the box;
 - line 9, write in 12/31/2010, 12/31/2011, 12/31/2012;If a non-filer, check only box 7, and provide a separate letter explaining why you do not file with the IRS.
Sign and date, and add phone number.
- Financial Worksheet: detailed list of household income and expenses. **Sign and date.**
- 2 most recent bank statements: **bank letterhead (not internet)**, for all accounts, all pages (even blanks).
- Copies of Federal Tax Returns (**all pages, all schedules**) years _____ **Sign and date** with current date each, even if filed electronically.
- A copy of proof of insurance, such as the insurance "declaration" page.
- The most recent property tax bill from city/town for the property in foreclosure.
- For (name) _____: Pay stubs for last _____ days.
- For (name) _____: Pay stubs for last _____ days.
- Profit & Loss Statement: _____
_____ (1) Name of Business at top, (2) indicate the period of time covered,
(3) Show difference between gross and net income, and (4) **Sign and date.**
- Social Security / VA Benefits / Food Stamps Award Letter (most recent), or proof of receipt. Homeowner will provide: _____

- Rental / Contribution income: need lease or contribution agreement and copies of canceled checks or circled deposits on bank statements, signed and dated by **both homeowner and contributor**.
- Child Support, documentation needed: _____.
- Other: _____
- Other: _____
- Other: _____

DEADLINES:

- 1) Lender to provide by hand / mail / email (circle) to Homeowner by _____ (date), the following forms needed to review the loan: _____
- 2) Homeowner to provide required documents, by hand / mail / email / fax (circle) by: _____ (date).
- 3) Lender to confirm receipt of document submission, by phone / by email (circle) by: _____ (date).
- 4) Homeowner may confirm receipt of documents by: _____
- 5) Lender to notify Homeowner of any "fixes" or additional documents needed by: _____ (date).
- 6) Once documents are received and complete, lender will complete review within _____ days.

Deadline for review is based on when lender receives last necessary document. Decision will be sent to homeowner by mail / email / fax / phone (circle).

Homeowner(s) agree(s) to respond to reasonable requests for additional documents that may arise during underwriter's review of the file. Any such requests must be made in writing to Homeowner(s) and must provide a specific address to which additional documents must be sent. Homeowner will have 10 business days to provide any additional documents/fixes. Time limit on file review is based on receipt of last required document provided.

OTHER:

Signatures/date:

_____ Plaintiff/ counsel / / date	_____ Defendant / / date	_____ Defendant / / date
_____ Plaintiff / / date	_____ Defendant / / date	_____ Defendant / / date