



Loan # 1: 565432  
Client Name: John Doe-Test  
Address: 10 main st, Hollywood, FL. 330212

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## Documents Required for Mortgage Modification Process

Dear Homeowner(s):

Please be advised, below you will find the list of documents that **you will need to submit** with this client loss mitigation package **back to your representative:**

- \_\_\_\_\_ 1) **Pre-Approval** with signed **Income/Expense Worksheet**
- \_\_\_\_\_ 2) **Hardship Letter** (can be hand written-letter explains your current or past circumstances that impact your ability to easily pay your mortgage)
- \_\_\_\_\_ 3) **Two Months Bank Statements** (If self-employed include business accounts.)
- \_\_\_\_\_ 4) **Latest Mortgage Statements**
- \_\_\_\_\_ 5) **Last Two Pay Stubs** (employment, unemployment, or disability)
- \_\_\_\_\_ 6) **W-2/1099 for last year filed\***
- \_\_\_\_\_ 7) **IRS 1040 for last year filed** (if available)
- \_\_\_\_\_ 8) **Current Property Tax Bill\*\*** (if available)
- \_\_\_\_\_ 9) **Homeowners' Insurance Declarations Page\*\*** (if available)

\*1099 employees/Self-Employed must provide current bank statements or Profit/Loss as verification of income

\*\*Unless included with your monthly Mortgage Payment (Escrow Account)

Please keep in mind your lender may request additional documents to be completed on their own form to comply with process. Should you have any questions or need assistance with the documents, please contact your representative.

**Once you've gathered all the necessary documents please fax, mail, or e-mail them to your representative:**

Demo Option 1  
Demo Back office  
Email: demobranch@test.com