



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Insurance, Securities and Banking
Foreclosure Mediation Program



LOSS MITIGATION PROGRAM APPLICATION

Loan Number [1] _____

Servicer [2]: _____

BORROWER [3]		CO-BORROWER [4]	
Borrower's Name		Co-Borrower's Name	
Social Security No.	Date of Birth	Social Security No.	Date of Birth
Home phone number, with area code		Home phone number with area code	
Cell or work number with area code		Cell or work number with area code	
E-mail address		E-mail address	

[5] I want to: Keep the Property Sell the Property

The property is my: Primary Residence Second Home Investment

The property is: Owner Occupied Renter Occupied Vacant

[6] Mailing address:

Property address (if same as mailing address, write "same"): _____

[7] Is the property listed for sale? Yes No
 Have you received an offer on the property? Yes No
 Date of offer: _____ Amount of offer: \$ _____
 Agent's Name: _____
 Agent's Phone Number: _____
 For Sale by Owner? Yes No

[8] Have you contacted a housing-counseling agency for help? Yes No
 If yes, please complete the following:
 Counselor's Name: _____
 Agency Name: _____
 Counselor's Phone Number: _____
 Counselor's E-mail: _____

[9] Who pays the real estate tax bill on your property?
 I do Lender does Paid by condo or HOA
 Are the taxes current? Yes No
 Condominium or HOA fees Yes No \$ _____
 Paid to: _____

[10] Who pays the hazard insurance premium for your property?
 I do Lender does Paid by condo or HOA
 Is the policy current? Yes No
 Name of Insurance Co.: _____
 Insurance Co. Tel #: _____

[11] Have you filed for bankruptcy? Yes No If yes: Chapter 7 Chapter 13
 Filing Date: _____
 Has your bankruptcy been discharged? Yes No Bankruptcy case number: _____

[12] Additional Liens/Mortgages or Judgments on this property:

Lien Holder's Name/Servicer	Balance	Contact Number	Loan Number

HARDSHIP AFFIDAVIT [13]

- I am requesting review under your loss mitigation program.
- I am having difficulty making my monthly payment because of financial difficulties created by (check all that apply):
- My household income has been reduced. For example: unemployment, underemployment, reduced pay or hours, decline in business earnings, death, disability or divorce of a borrower or co-borrower.
- My monthly debt payments are excessive and I am overextended with my creditors. Debt includes credit cards, home equity or other debt.
- My expenses have increased. For example: monthly mortgage payment reset, high medical or health care costs, uninsured losses, increased utilities or property taxes.
- My cash reserves, including all liquid assets, are insufficient to maintain my current mortgage payment and cover basic living expenses at the same time.
- Other:

INCOME/EXPENSES FOR HOUSEHOLD [14] ¹ *INCOME MUST BE DOCUMENTED***** Number of People in Household: _____

Monthly Gross Wages [15]	\$	First Mortgage Payment [26]	\$	Checking Account(s) [41]	\$
Overtime [16]	\$	Second Mortgage Payment [27]	\$	Checking Account(s) [41]	\$
Child Support / Alimony / Separation ² [17]	\$	Insurance [28]	\$	Savings/ Money Market [41]	\$
		Property Taxes [29]	\$		
Social Security / SSDI [18]	\$	Food [30]	\$	CDs [42]	\$
Other monthly income from pensions, annuities or retirement plans [19]	\$	Utilities (gas, electric, water) [31]	\$	Stocks / Bonds [43]	\$
Tips, commissions, bonus and self-employed income [20]	\$	Cable, Internet, Cellular [32]	\$	Other Cash on Hand [44]	\$
Rents Received [21]	\$	Credit Cards / Installment Loan(s) (total minimum payment per month) [33]	\$	Other Real Estate (estimated value) [45]	\$
		Alimony, child support payments [34]	\$		
Unemployment income [22]	\$	Net Rental Expenses [35]	\$	Other: _____ [46]	\$
Food Stamps / Welfare [23]	\$	HOA/Condo Fees / Property Maintenance [36]	\$	Other: _____ [46]	\$
		Car Payments [37]	\$		
Other (investment income, royalties, interest, dividends etc.) [24]	\$	Car Insurance/Gas [38]	\$	Do not include the value of life insurance or retirement plans when calculating assets (401K, pension funds, annuities, IRAs, Keogh plans, etc).	
		Other: _____ [39]	\$		
Total (Gross Income) [25]	\$	Total Debt / Expenses [40]	\$	Total Assets [47]	\$

¹ Include combined monthly income and expenses from the borrower and co-borrower (if any). If you include income and expenses from a household member who is not a borrower, please specify using the back of this form if necessary.

² You are not required to disclose Child Support, Alimony or Separation Maintenance income, unless you choose to have it considered by your servicer.

**LOSS MITIGATION APPLICATION
ACKNOWLEDGMENT AND AGREEMENT**

In making this request for consideration under your loss mitigation program, I certify under penalty of perjury:

1. That all of the information in this document is truthful and the event(s) identified on page 1 is/are the reason(s) that I need to request a modification of the terms of my mortgage loan, short sale or deed-in-lieu of foreclosure.
2. I understand that the Servicer, _____, or its agents may investigate the accuracy of my statements and may require me to provide supporting documentation. I also understand that knowingly submitting false information may violate the law.
3. I understand that the Servicer will obtain a current credit report on all borrowers obligated on the Note.
4. I understand that if I have intentionally defaulted on my existing mortgage, engaged in fraud or misrepresented any fact(s) in connection with this document, the Servicer may cancel any loss mitigation agreement and may pursue foreclosure on my home.
5. I have not received a condemnation notice; and there has been no change in the ownership of the Property since I signed the documents for the mortgage that I want to modify.
6. I am willing to provide all requested documents and to respond to all Servicer questions in a timely manner.
7. I understand that the Servicer will use the information in this document to evaluate my eligibility for a loan modification or short sale or deed-in-lieu of foreclosure, but the Servicer is not obligated to offer me assistance based solely on the statements in this document.
8. I understand that the Servicer will collect and record personal information, including, but not limited to, my name, address, telephone number, social security number, credit score, income, payment history, government monitoring information, and information about account balances and activity. I understand and consent to the disclosure of my personal information and the terms of any loss mitigation agreement to any third party that needs this information to process this application, including but not limited to: any investor, insurer, guarantor or servicer that owns, insures, guarantees or services my first lien or subordinate liens (if applicable) mortgage loan(s); any companies that perform support services in conjunction with my mortgage; any HUD-certified housing counselor; and government regulators.

Borrower Signature

Date

Co-Borrower Signature

Date

Instructions for Completing Loss Mitigation Application

The numbers for each item below correspond to the same numbers on the Loss Mitigation Application.

1. Your loan number is the number on your mortgage loan statement.
2. Your loan Servicer is the financial institution that collects your monthly payment.
3. The Borrower section must include information on the person whose name is on the "Note" for the mortgage loan, or the person who holds record title, of the real property.
4. The co-borrower is a second person on the note for the mortgage loan. If you do not have a co-borrower, do not complete the questions for the co-borrower.
5. Please check all boxes that apply.
6. Please provide a mailing address and the residential "Property" address if different. The Property address should correspond to the mortgage for which you are submitting a Loss Mitigation Application.
7. Please indicate whether the property is listed for sale, and if it is listed for sale, please provide the additional information requested.
8. Please indicate whether you have contacted a housing-counseling agency, and if you have contacted a housing-counseling agency, please provide the additional information requested.
9. Please indicate who pays the real estate taxes for the property ("HOA" means Homeowner's Association).
10. Please indicate who pays for hazard or homeowner's insurance for the property.
11. Please indicate whether you have filed for bankruptcy. If so, please provide chapter under which you filed and the date you officially filed for bankruptcy. Also indicate if you have received a discharge in bankruptcy and the bankruptcy number.
12. Please provide the required information for any additional liens you may have on the property.
Additional liens include second (or third) mortgages and home equity lines of credit.
13. Please select as many hardships as apply to your situation. You can use the extra lines to explain your hardship although extensive explanations could delay the processing of your application.

Income: You must include with this application documentation of your income and provide your most recent tax return, W-2, last two pay stubs, and any other evidence of income such as benefit statements, bank statements, alimony or child support documents.

14. Indicate the number of people in your household who contribute to the total income.
15. Monthly gross wages are what you receive before taxes. This amount should be listed on a current pay stub. Please use your most current pay stub for this amount.
16. Income that you receive for any overtime work.
17. If you receive child support, alimony, or separation maintenance income, you are not required by law to report it. You should only include this amount if you would like it to be included in the income calculation.
18. SSDI means Social Security/Disability Income.
19. Provide your monthly income you receive from pensions, annuities, or retirement plans.
20. Provide your monthly income you receive from tips, commissions, bonuses and self-employed income.
21. Only include rental income if used as part of your overall income.
22. You must have at least nine months of unemployment income to report on this form. Report the amount indicated on your benefits letter. You must provide a copy of your benefits letter as documentation of this income.
23. Provide your monthly income you receive from public or welfare benefits.
24. Add all other income and report the sum in the box marked "Total Gross Income."
25. Add all amounts in income column and report sum.

Debts and Expenses:

26. This is the amount of your first lien on your home. This amount can be found on your statement for your first mortgage.

27. This is the amount of your second lien on your home. If applicable, this amount can be found on the statement for your second mortgage or home equity lines of credit.
28. This refers only to hazard or homeowner's insurance and should be reported only if you pay this yourself.
29. Only report property taxes if you pay them yourself.
30. Report the monthly amount for food.
31. Add all utilities including gas, electric and water, and report sum here.
32. Add cable, internet and cellular costs, and report sum here.
33. Add all credit cards and installment payments and report sum here.
34. If you are responsible for paying child support or alimony, you must report the amount here.
35. Report amount if your total rental income does not cover your total rental expenses.
36. Report the monthly amount of HOA/Condo/Coop/Property Maintenance fees you pay. "HOA" means Homeowner's Association. A Condominium means the ownership of a single dwelling unit in a horizontal property regime. A cooperative housing association means an association, whether incorporated or unincorporated, organized for the purpose of owning and operating residential real property, the shareholders or members of which, by reason of their ownership of a stock or membership certificate, a proprietary lease or other evidence of membership, are entitled to occupy a single dwelling unit pursuant to the terms of a proprietary lease or occupancy agreement.
37. Include car payments only if you are the owner of the vehicle.
38. Include car insurance and cost for gas only if you are the owner of the vehicle.
39. Include any other pertinent household expenses.
40. Add all amounts in debt and expense column, and report sum.

Assets:

41. Report amounts for all accounts, if applicable.
42. Report amounts for all CDs you may have. "CDs" means certificates of deposit.
43. Report amounts for stocks or bonds you own.
44. Report the amount of cash you have.
45. Report the estimated value for all other real property you own.
46. Report any other assets other than the value of life insurance or retirement plans, including 401K, pension funds, IRAs, Keogh plans, etc.
47. Add all amounts in assets column, and report sum.

Please be sure to read the entire Loss Mitigation Application Acknowledgement and Agreement before signing. Please be sure to complete the entire application. Any incomplete information may increase the time to process the application.

You are encouraged to contact a District of Columbia HUD-Certified Housing Counseling Agent for advice and guidance regarding your situation. A list of Housing Counseling Agencies is included on the Borrower Assistance and Resource Information Form (Form FM-1BA).

If you have any questions about this document, foreclosure or mediation, you can contact the
District of Columbia Department of Insurance, Securities and Banking
1050 First Street, NE, Suite 801
Washington, DC 20002
(202) 727-8000