

CAPITAL AREA HOUSING PARTNERSHIP
FORECLOSURE INTERVENTION COUNSELING CHECKLIST
THIS INFORMATION IS NECESSARY FOR SERVICE

PLEASE EMAIL TO LEIGHANNA@CAPITALAREAHOUSING.ORG
OR BRING TO FIRST APPOINTMENT:

LOAN DOCUMENTATION

1. CLOSING DOCUMENTS FOR LOAN(S)
2. MONTHLY STATEMENT FOR LOAN(S)
3. ALL LETTERS FROM THE MORTGAGE COMPANY

INCOME DOCUMENTATION FOR ALL ADULTS (OVER 18) IN THE HOUSEHOLD

1. THIRTY (30) DAYS OF CHECK STUBS/RETIREMENT
2. SOCIAL SECURITY VERIFICATION LETTER(S)
3. 2 YEARS TAX RETURNS (signed)
4. 2 YEARS W-2'S AND 1099'S
5. PROFIT & LOSS STATEMENT FOR SELF-EMPLOYED
6. UNEMPLOYMENT VERIFICATION (from MESC, if applicable)
7. FOOD STAMP AWARD LETTER & TRANSACTION STATEMENT

BUDGET

1. A COMPLETE LIST OF MONTHLY BILLS
2. COPIES OF ALL MONTHLY BILLS (Most Recent Month's Utility, Phone, Cable, etc.)
3. BANK STATEMENTS (most recent 2 months, w/ letterhead)

LEGAL AND IDENTIFICATION

1. SOCIAL SECURITY # FOR ALL ADULTS (OVER 18) IN THE HOUSEHOLD
2. BIRTHDATES FOR ALL HOUSEHOLD MEMBERS
3. DIVORCE DECREE (if applicable)
4. BANKRUPTCY DOCUMENTS (if applicable)

OTHER

1. HARDSHIP LETTER-

One page explanation of 1. Reason for hardship (loss of income, medical, etc.) and if resolved or ongoing, and
2. What you want from the lender (lower payment or other)

QUESTIONS: 517.482.8708

CAHP 12/17