

## REQUIRED ITEMS

1. **A completed Application Form**  
-- included in LoanMod.com packet
2. **A completed Authorization form(s) for each lender**  
-- included in LoanMod.com packet
3. **A signed Agreement for Research and Analysis**  
-- included in LoanMod.com packet
4. **A Hardship Letter signed by the borrower**  
-- Refer to hardship guide included in LoanMod.com packet for format suggestions.  
-- Please include copies of any bills that were detailed in the hardship letter.  
**NOTE:** we will consider this letter a DRAFT and will help you make revisions if necessary.
5. **Copies of all legal notices you have received from your lender(s)**  
-- For example, copies of correspondence you received.
6. **Copies of your most recent Mortgage Statements for each mortgage.**
7. **Copies of your most recent W-2s for the last TWO (2) years or All pages of the last two years of 1040 Federal Income Tax returns filed**  
-- If you have not filed for last year, please include a copy of the extension and a brief note explaining why you have not filed
8. **Copies of your TWO (2) most current monthly bank statements**
9. **Copies of your TWO (2) most current paycheck stubs**  
-- If you are self-employed include a profit and loss statement for the last three months and bank statements for your business accounts for the last three months.  
-- *If your lender is Countrywide, please include 2 Months of paystubs.*
10. **Verification of any other source of income**  
-- Examples: Rental agreements, Social Security benefit statements, etc.
11. **A copy of your Government Issued Identification card(s)**  
-- Driver's License, Passport...etc.

**Please complete and fax the above items to:**

Attention Loan Mod Specialist: \_\_\_\_\_

LoanMod.com  
23400 Michigan Ave, Suite 101  
Dearborn, Michigan 48124  
888-696-4962 Fax: 313.791.0200  
[www.LoanMod.com](http://www.LoanMod.com)



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 Toll 888-696-4962

**APPLICATION FORM**

Date: \_\_\_\_\_

Lender 1: \_\_\_\_\_ Loan #: \_\_\_\_\_ Terms: \_\_\_\_\_

Lender 2: \_\_\_\_\_ Loan #: \_\_\_\_\_ Terms: \_\_\_\_\_

**MAIN REASON FOR SEEKING A MODIFICATION**

Reduction in Income	YES	NO	
Unemployment	YES	NO	
ARM adjustment	YES	NO	
Other	YES	NO	Explain: _____
Is Hardship temporary	YES	NO	
Date Hardship began	_____		

**BORROWER INFORMATION**

Borrower's Name:		Borrower's Social Security #:
Co-Borrower's Name:		Co-Borrower's Social Security #:
Home Phone #:	Cell/Work Phone #:	E-Mail Address:

**PROPERTY ADDRESS**

Street Address:	City:	State:	Zip Code:
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**MAILING ADDRESS**

Street Address:	City:	State:	Zip Code:
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**EMPLOYMENT INFORMATION**

Borrower's Employer:			Co-Borrower's Employer:		
Position:			Position:		
Length of Employment:	Year(s):	Month(s):	Length of Employment:	Year(s):	Month(s):
Pay: Weekly	Bi-Weekly	Monthly	Pay: Weekly	Bi-Weekly	Monthly

**FINANCIAL HISTORY**

Have you filed Bankruptcy?	YES	NO	Date of Discharge _____
Are you presently behind on your mortgage?	YES	NO	Months Behind _____
Have you received any Foreclosure notices?	YES	NO	Date of Notice _____
Do you have a Sheriff's Sale Date?	YES	NO	Scheduled Date _____
Have you had a prior Loan Modification?	YES	NO	
Are you currently on a re-payment plan?	YES	NO	
Are you currently on a forbearance plan?	YES	NO	

**INCOME**

Description	Borrower Monthly Income	Co-Borrower Monthly Income
Net Salary/Wages	\$	\$
Commission/Bonuses	\$	\$
Unemployment Income	\$	\$
Alimony/Child Support	\$	\$
Disability Income (SSI)	\$	\$
Rental Income	\$	\$
Family Contribution	\$	\$
Other (explain)	\$	\$
<b>TOTAL INCOME</b>	<b>\$</b>	<b>\$</b>

**ASSETS**

Description	Estimated Value
Primary Residence	\$
Other Real Estate	\$
Checking Account	\$
Savings/Money Market	\$
IRA/401K/Keogh Accounts	\$
Stocks/Bonds/CD's	\$
Cash Value of Life Insurance	\$
Other (explain)	\$

**EXPENSES**

Description	Monthly Payment	Balance Due
First Mortgage Payment	\$	\$
Second Mortgage Payment (if applicable)	\$	\$
Real Estate Taxes (if not escrowed)	\$	\$
Homeowners Insurance (if not escrowed)	\$	\$
Homeowners Association Dues	\$	\$
Alimony/Child Support	\$	\$
Auto Loan/Lease	\$	\$
Auto Loan/Lease	\$	\$
Auto Insurance	\$	\$
Auto Expenses (Gas/Maintenance/Parking)	\$	\$
Utilities (Gas/Electric/Water)	\$	\$
Cable/Internet/Phone	\$	\$
Cellular Phone	\$	\$
Food/Toiletries (People in Home_____)	\$	\$
Health Insurance (if not payroll deducted)	\$	\$
Life Insurance	\$	\$
Student Loans	\$	\$
Total Credit Card Debt (No. of Cards_____)	\$	\$
Total Installment Loan Debt	\$	\$
Other (explain)	\$	\$
Other (explain)	\$	\$
<b>TOTAL EXPENSES</b>	\$	\$

***For office use only:***

Total Monthly Expenses: \_\_\_\_\_ Total Monthly Income: \_\_\_\_\_ Debt-to-Income Ratio: \_\_\_\_\_

Below please briefly explain your hardship or reason for being delinquent and how you propose to resolve it:

SEE ATTACHED HARDSHIP LETTER

I/We certify that the financial information stated above is true, and is an accurate statement of my/our financial condition. I/We understand and acknowledge that any action taken by LoanMod.com on my/our behalf will be made in strict reliance on the financial information provided. By signing below, I/we grant LoanMod.com the authority to confirm the information and disclose the information to my mortgagor, bank, or loan service provider.

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower Signature

\_\_\_\_\_  
Date

Please remember to:

- Sign and date this form
- Include copies of two (2) months of your most recent pay stubs or proof of income
- Include copies of two (2) months of your most recent bank statements (for all accounts)
- Return completed and signed form to:

Attention Loan Mod Specialist: \_\_\_\_\_

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23400 Michigan Ave, Suite 101  
Dearborn, Michigan 48124  
888-696-4962 Fax: 313.791.0200  
[www.LoanMod.com](http://www.LoanMod.com)

# Authorization Form

I/We the undersigned Borrower(s), (hereinafter the "Borrower") hereby authorize the below-referenced lender or servicer (hereinafter the "Lender") and its representatives, to release to LoanMod.com Corp. (hereinafter "**LoanMod.com**"), its employees, officers, attorneys, agents and assigns, any and all information regarding Borrower account. Further, Lender is hereby authorized and requested to negotiate the terms of a workout agreement and/or payoff settlement with **LoanMod.com** directly. As a represented party, Borrower hereby requests that all communications by Lender, both written or oral, be directed to **LoanMod.com** as the Borrower's designated agent(s). The Borrower will be fully responsible for reviewing any information that is sent by Lender to **LoanMod.com**. Borrower hereby authorizes **LoanMod.com** to update financials and carry out any other procedure necessary to accomplish a loan workout. This Authorization shall remain effective until the Borrower specifically notifies the Lender's Loss Mitigation Department in writing that this Authorization is no longer in force and effect. This is in accordance with Title 24 of the CFR 203.500 (HUD).

**Loan # :**

## Mortgagor / Borrower(s)

Borrower Name:

Co-Borrower Name:

Property Street Address:

City, State, Zip:

Borrower Social Security #:

Co-Borrower Social Security #:

## Mortgagee / Lender

Lender / Servicer:

Street Address:

City, State, Zip:

## Mortgagor's Signatures

Borrower:

Date:

Co-Borrower:

Date:.

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by and between LoanMod.com (hereinafter referred to as "Company"), and \_\_\_\_\_ (hereinafter referred to as "Client") subject to and conditioned upon the following:

**RECITALS:**

**WHEREAS** Company is in the business of providing an analysis of real estate-secured and general debt, income and the examining the potential for restructuring real property-secured debt and general debt which may include but not be limited to entering into negotiations with proposed mortgage lender(s) and general creditors. The effect of which is intended to produce a resolution to debt financing issues currently affecting Client and their debt-secured real estate; and

**WHEREAS** Client wishes to employ Company to perform the following services, ("the Services"): (a) analyze Client's debt situation, (b) research potential debt restructuring options that are or may be available to Client, and (c) present Client and lender(s) with the results of such research.

**NOW THEREFORE** in consideration of the foregoing and every term, covenant and condition hereafter set forth, Company and Client do hereby understand, covenant and agree as follows:

1. Provide Complete and Truthful Information. Client shall provide Company, in a timely fashion, all information requested by Company reasonably necessary for Company to perform the Services. Failure by Client to provide Company all information so requested within 30 day's execution hereof shall constitute a waiver by Company of any obligation for performance hereunder. Client expressly represents and warrants to Company that Client will at all material times, provide Company with information that is accurate and true to the best of their knowledge and belief. Client hereby agrees to defend and hold harmless Company from and against any liability of any nature whatsoever arising out of or in connection with Client's breach, in whole or in part, of the representations and warranties herein contained.
2. Performance of Services. Upon receipt of all information from Client and payment in advance for the Services as provided herein, Company shall promptly analyze Client's financial situation, and perform whatever research Company determines in its' sole discretion is necessary, reasonable or advisable, in the carrying out of its duties owed Client. Upon completion of Company's analysis and research efforts, Company shall present to Client the options that are as a result of such research, indicated, including but not limited to practical ways to improve Clients present debt structure.
3. Fees for Services. For and in consideration of the foregoing, Client agrees to pay to Company upon execution of this Agreement, the sum of \_\_\_\_\_ in advance for the Services. A detailed invoice of charges is attached hereto as Exhibit A.
4. Client Advised to Seek Counsel. By virtue of their signature hereunder, Client acknowledges that Client understands that Company are not attorneys, and do not give legal advice. Company strongly urges Client to seek the advice of an attorney before entering into this and any other contract with Company, or any other third party and prior to acting on any recommendation provided to Client by Company.
5. Entire Agreement. This Agreement constitutes the entire agreement between the parties. Company makes no warranty, express or implied, as to the fitness of any recommendation it may make to Client arising out of this Agreement. Except for cause, Client unconditionally waives any right of action against Company, its officers, directors, employees, agents and assigns, at law, equity or any other cause of action for any reason, directly, indirectly or proximately believed to arise out of this Agreement, for any damages of any nature whatsoever that Client may incur by reason of Client following any recommendation of Company or Client's failure to follow any recommendation of Company, whether any singular, concurrent or series of recommendations are acted upon or not acted upon in whole or in part by Client.

6. Governing Law: This Agreement shall be governed by and construed under the substantive laws of the State of Michigan, without regard to Michigan choice of law provisions.
7. Arbitration: For disputes that are not resolved by the Company and Client within thirty (30) days after either party gives notice to the other of its desire to arbitrate the dispute, the dispute shall be settled by mandatory binding arbitration by the American Arbitration Association in accord with its then-prevailing rules, through the Southfield, Michigan office. Judgment upon the arbitration award may be entered in any court having jurisdiction. The arbitrator shall have no power to change the provisions of this Agreement.
8. Gender. Whenever used in this Agreement, the singular shall include the plural, the plural shall include the singular, and the neuter gender shall include the male and female as well as a trust, company, corporation, or other legal domestic or foreign entity, all as the context and meaning of this Agreement may require.
9. Headings. The paragraph titles and headings contained in this Agreement are inserted as a matter of convenience and for ease of reference only, and shall be disregarded for all other purposes including the construction or enforcement of this Agreement or any of its provisions.
10. Cross-references. All cross-references in this Agreement, unless specifically directed to another agreement or document, refer to provisions in this Agreement and shall not be deemed to be references to the overall agreement or to any other agreements or documents.
11. Time Essence. Time is of the essence of every provision of this Agreement that specifies a time for performance.
12. Facsimile Signatures. The parties mutually understand and agree that signature of a facsimile copy of this Agreement shall be deemed an original for all lawfully enforceable purposes.
13. Agreement Received. By virtue of their signatures below, Client acknowledges that Client has read, understands and agrees to every term, covenant and condition of this Agreement and that Client has received a true and complete copy hereof, effective the date first above written.
14. Counterpart Execution. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**LOANMOD.COM**

**CLIENT:**

\_\_\_\_\_  
By: Authorized Representative

\_\_\_\_\_

**CLIENT:**

\_\_\_\_\_

LoanMod.com  
23400 Michigan Ave, Suite 101  
Dearborn, Michigan 48124  
888-696-4962 Fax: 313.791.0200  
[www.LoanMod.com](http://www.LoanMod.com)

One of the items your lender or servicer will ask for during the loan workout or loan modification process is a hardship letter. A hardship letter is a written explanation as to what "event" has caused or will cause you to fall behind on your mortgage and it is vital in helping you **stop foreclosure** and/or **achieve a loan workout**. This letter acts much like an outline or biography of your current "life" issues that are affecting your ability to meet your financial obligations.

Please keep in mind that you are composing the hardship letter for your lender or servicer and because of the foreclosure crisis, they are extremely busy and back logged. Keep it short and to the point. Usually 1 or at maximum 2 pages is more than enough to get your point across.

**Here is a sample list of hardships that lenders consider during the loan workout process:**

- Adjustable Rate Mortgage Reset- Payment Shock
- Illness
- Loss of Job
- Reduced Income
- Failed Business
- Job Relocation
- Death of Spouse or Co-Borrower
- Incarceration
- Divorce
- Marital Separation
- Military Duty
- Medical Bills
- Damage to Property (natural disaster or unnatural)
- Other (Please Specify)

Now that you understand what your lender or servicer is looking for, it's time to sit down and write a hardship letter. LoanMod.com makes it easy for you by providing you with sample templates below that you can use as a boiler plate for your own letter. **Make sure you make your hardship letter unique to your situation.**

Date: \_\_\_\_\_

Re: **Hardship Letter**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mortgage Co: \_\_\_\_\_

Loan Number: \_\_\_\_\_

I/We, \_\_\_\_\_, are requesting that you review my/our financial situation to see if I/We qualify for a modification.

I/We are having problems making monthly payments because of financial difficulties created by (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Separation                    | <input type="checkbox"/> Illness          | <input type="checkbox"/> Death of a Family Member |
| <input type="checkbox"/> Unemployment                  | <input type="checkbox"/> Reduced Income   | <input type="checkbox"/> Divorce                  |
| <input type="checkbox"/> Medical Bills                 | <input type="checkbox"/> Too Much Debt    | <input type="checkbox"/> Death of My Spouse       |
| <input type="checkbox"/> Payment Increase              | <input type="checkbox"/> Business Failure | <input type="checkbox"/> Job Relocation           |
| <input type="checkbox"/> Damage to Property            | <input type="checkbox"/> Military Service | <input type="checkbox"/> Incarceration            |
| <input type="checkbox"/> Other (Please Specify): _____ |   |   |

This difficulty or situation happened on or about this date \_\_\_\_\_.

I/We believe that my/our situation is Temporary/Permanent.

Below is a brief account of the situation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, \_\_\_\_\_, state the information provided above to be true and correct to the best of my/our knowledge.


Respectfully,

Borrower's Signature : \_\_\_\_\_

Co-Borrower's Signature : \_\_\_\_\_



## CREDIT CARD AUTHORIZATION FORM

<b>Billing Information:</b>		
<b>First Name</b>	_____	
<b>Last Name</b>	_____	
<b>Address 1</b>	_____	
<b>Add. 2 / Unit #</b>	_____	
<b>City</b>	_____	
<b>State</b>	_____	
<b>Zip</b>	_____	
<b>Phone Number</b>	_____	
<b>Other Number</b>	_____	
<b>Payment Information</b>		
<b>First Payment Amt.</b>	_____	<b>Second Payment Amt.</b> _____
<b>Date of First Payment</b>	_____	<b>Date of Second Payment</b> _____
We proudly accept 		
<b>Type of Card</b>	<b>Card Number</b>	<b>Exp.</b>
_____	_____	_____
<b>Card Security Code</b>	_____	

I hereby authorize LoanMod.com to charge my credit card in accordance with the fees outlined in the Agreement for Research & Analysis attached hereto.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date