



## Loss Mitigation Application Document Requirements

Borrower(s) Name \_\_\_\_\_ Account Number \_\_\_\_\_

The following documentation is required by every applicant applying for loss mitigation assistance. Provide all required forms and financial documentation listed below based on your specific income type(s). **IMPORTANT! The same requirements apply to all applicants even if they are not obligated under the Note.**

**Please send your documentation to Village Capital & Investment via mail, fax, or through our website:**

P.O. Box 531667 Henderson, NV 89053

**(fax):** 702-670-4024

**(website):** [www.villagecapital.com](http://www.villagecapital.com)

- Loss Mitigation Financial Analysis - Fully completed and executed by all applicants
- IRS Form 4506-T (*only if you have self-employment income and/or rental income*)
- IRS Form 4506T-EZ (all other income types)
- Hardship documentation listed in Section B of the RMA
- 2-months of bank statements (*please highlight your monthly living expenses to assist with evaluation process*)
- All non-borrower applicants must provide a current utility bill (e.g. gas, electric, cable) showing your name and address

**Salary, hourly, commission, bonus and/or tip wages:**

- 30-days of consecutive pay stubs showing year-to-date earnings

*If you are paid weekly, provide 4 consecutive pay stubs*

*If you are paid twice a month, provide 2 consecutive pay stubs*

**Self-employment:**

- Most recent **signed** quarterly or year-to-date profit & loss statement;
- Most recent filed & signed Federal Tax Return (all schedules)

**Social security, disability or death benefits, pension, adoption and/or public assistance:**

- Benefit's statement or letter from the provider stating the amount, frequency and duration of the benefits;
- 2-months most recent bank statements (all pages) or deposit slips showing receipt of such payments

**Alimony, child support or separation maintenance:**

- 2-months most recent bank statements (all pages);
- Court approved documentation showing duration, frequency, and amount of such payments

*\*\*You are not required to disclose alimony, child support, or separation maintenance unless you wish to use those funds to qualify*

**Rental income:**

- Most recent filed & signed Federal Tax Return (all schedules including **Schedule E** Supplemental Income and Loss)
- Current lease agreement(s)
- 2-months most recent bank statements or cancelled rent checks

**Investment Income:**

- 2-months most recent bank statements (all pages); **OR**
- 2 most recent investment statements

**Active military or within 12 months of release:**

- Copy of active duty, military orders, or proof of active duty status showing start and end dates
- 30-days of Leave & Earnings Statements showing year-to-date earnings

**Unemployment income:**

- Most recent benefit award letter or benefit statement (*If you are unable to provide an award letter/statement, provide the following*)
- What date did you become unemployed ? \_\_\_\_\_
- Are You actively seeking employment? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**All Documents must be dated within 90-days of the date we receive your initial application**

Continue to the next page if you are interested in a Deed in Lieu of Foreclosure



## Loss Mitigation Application Document Requirements Short Sale or Deed in Lieu of Foreclosure

The following documentation is required by every applicant applying for a Short Sale or Deed-in-Lieu of Foreclosure. Provide all required forms and financial documentation listed below based on your specific situation. **IMPORTANT! The same requirements apply to all applicants even if they are not obligated under the Note.**

**Please send your documentation to Village Capital & Investment mail, fax, or through our website:**

P.O. Box 531667 Henderson, NV 89053

**(fax):**

**(website): [www.villagecapital.com](http://www.villagecapital.com)**

- **Loss Mitigation Financial Analysis** - Fully completed and executed by all applicants
- **Third-Party Authorization** - Required only if you want us to discuss your request for a Pre-Foreclosure Sale or Short Sale of your property with a third party acting on your behalf, such as a real estate agent or attorney.
- **Contact Information** - If the property is currently listed for sale or vacant, please provide us with the lead contact name and phone number so we can gain access to the property and perform an appraisal if necessary. All utilities to the property must be on so that the appraisal can be completed.
- **Listing agreement** - Provide a copy of the current listing agreement with your agent/broker.
- **Purchase Contract** - Provide a copy of the purchase contract signed by the buyer and the seller that contains language that the sale is contingent upon approval from CMS.
- **Closing Disclosure** - Provide a copy of the seller's closing costs or Closing Disclosure. The figures in these statements must be accurate because our approval will be based, in part, on this information.
- **Buyer Pre-Qualification or Pre-Approval letter** - Provide a copy of the buyer's prequalification or pre-approval letter.