

## Foreclosure Intake Checklist

1. Full address of property being foreclosed: \_\_\_\_\_  
\_\_\_\_\_
2. Description of property (circle one): House                      Mobile Home                      Vacant Lot  
If property is a mobile home, is the mortgage on the mobile home and the lot? YES                      NO
3. Is your name on the deed?                      YES                      NO                      If no, then who is \_\_\_\_\_
4. Is anyone else on the deed with you? YES                      NO  
If yes, state relationship & name \_\_\_\_\_
5. Do you live on the property?                      YES                      NO  
If no, why not? \_\_\_\_\_
6. When did you buy the property? \_\_\_\_\_
7. How much did you pay for the property? \$ \_\_\_\_\_ Current value (if known)? \$ \_\_\_\_\_
8. Do you own any other real estate? YES                      NO
9. Loan Information (**for 1<sup>st</sup> loan only if there's more than one loan**):
  - a) Name of Mortgage Company? \_\_\_\_\_
  - b) Current servicer of the loan? \_\_\_\_\_
  - c) Current Monthly payment amount? \$ \_\_\_\_\_ Can you afford this payment? YES                      NO
  - d) Original amount borrowed? \$ \_\_\_\_\_ Loan balance (if known)? \$ \_\_\_\_\_
  - e) Loan Account Number (if known)? \_\_\_\_\_
  - f) Number of payments past due? \_\_\_\_\_ When last payment made? \_\_\_\_\_
  - g) Have your payments ever been refused? YES                      NO                      If yes, how many payments? \_\_\_\_\_
  - h) Term of mortgage (in months) \_\_\_\_\_
  - i) Type of Loan (please circle):                      FHA                      VA                      Conventional
  - j) Current interest rate \_\_\_\_\_; Is the interest rate (circle one)                      Fixed                      Adjustable
  - k) If the interest rate is adjustable, has it re-set? YES                      NO                      If yes, what is the new rate? \_\_\_\_\_
  - l) Is the loan an Interest Only Loan? YES                      NO

m) Does the mortgage include escrow for taxes and insurance? YES NO

If no, then are you current on your taxes and homeowner's insurance? YES NO

n) Customer Service Phone # \_\_\_\_\_ Loss Mitigation Phone # \_\_\_\_\_

o) Is this a re-finance? YES NO

If yes, when was the last refinance? \_\_\_\_\_

Has there been more than one refinance; and, if so, when? \_\_\_\_\_

If yes, did you get cash out at closing? YES NO How much? \$ \_\_\_\_\_

If you got cash out at closing, what was it used for? \_\_\_\_\_

p) Do you have a second mortgage? YES NO

If yes, please fill out the supplemental sheet attached for 2<sup>nd</sup> loan information (page 5 below).

q) List all names on mortgage: \_\_\_\_\_  
\_\_\_\_\_

10. Have you been served with legal papers? YES NO

11. If yes, what date did you receive them? \_\_\_\_\_

12. If served, what date is the answer due? \_\_\_\_\_ Have you filed anything in response? YES NO

13. Do you currently have an attorney representing you in this matter? YES NO If yes, please list their name and phone number \_\_\_\_\_

14. Is this the first time you have been sued on this property? YES NO N/A

15. Why are your payments behind? \_\_\_\_\_  
\_\_\_\_\_

16. Is the event that has caused you to fall behind resolved (can you now or will you soon be able to make regular payments)? YES NO

17. How much money do you have available (savings, help from family, etc.) to contribute towards working out a plan with your lender? \_\_\_\_\_

18. Is this the first time you have been behind on your payments? YES NO

19. Has your lender ever accepted late or partial payments? YES NO

20. Do you disagree with the amount claimed to be owed? YES NO

If yes, why? \_\_\_\_\_

If yes, do you have records of payments made? \_\_\_\_\_

21. Have you tried to resolve the situation with the mortgage company? YES NO

If yes, how? \_\_\_\_\_

\_\_\_\_\_

22. Do you want to keep the property? YES NO

23. Do you have a copy of all your mortgage documents? YES NO

24. List the approximate amount of your other debts \$ \_\_\_\_\_

25. Have you been sued by a creditor before? YES NO

If yes, what creditor? \_\_\_\_\_ When? \_\_\_\_\_ / \_\_\_\_\_  
Month Year

26. Do you have any judgments against you? YES NO

If yes, please describe \_\_\_\_\_

\_\_\_\_\_

27. Have you ever filed for bankruptcy? YES NO

If yes, when & what happened \_\_\_\_\_

**PLEASE ESTIMATE YOUR MONTHLY EXPENSES (average to reach a monthly amount)**

EXPENSES	AMOUNT
Rent or mortgage payments	
Lot rent if you own a mobile home but not the land	
Utilities (electricity, gas, water, sewer)	
Cable/Satellite/Internet	
Telephone, cell phone	
Home security, home maintenance/repairs	
Food (groceries, dining out)	
Tobacco, alcohol	
Clothing, laundry, dry cleaning	
Haircuts/nail care/personal grooming	
Medical and dental expenses	
Transportation (gas, oil, repairs, tags, registration, bus fare)	

Recreation, entertainment, subscriptions (videos/DVD's, CD's, movies, sporting events, concerts, etc.)	
Charitable contributions	
Property taxes (if not included in mortgage payment)	
Homeowner's insurance (if not included in mortgage)	
Life insurance (not deducted from paycheck)	
Health insurance (not deducted from paycheck)	
Auto insurance	
Other insurance (specify):	
Income taxes (not deducted from paycheck)	
Car payments	
Other installment payments (specify):	
Child care, tuition, children's activities	
Alimony, maintenance and support	
Health Club dues	
Loans (personal, student, credit card)	
Savings or Investments	
Pet expenses (food, medical, grooming, toys, other)	
Attorney fees	
Payment on a lien or judgment	
Other expenses (specify)	
Total	

Notes:

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**SUPPLEMENTAL SHEET FOR INFORMATION ON 2<sup>ND</sup> LOAN IF APPLICABLE:**

- a) Name of Mortgage Company? \_\_\_\_\_
- b) Did you take out this loan at the same time as the 1<sup>st</sup> loan listed above? YES NO
- c) Is this a Home Equity Line of Credit? YES NO
- d) Current servicer of the loan? \_\_\_\_\_
- e) Current Monthly payment amount? \$\_\_\_\_\_ Can you afford this payment? YES NO
- f) Original amount borrowed? \$\_\_\_\_\_ Loan balance (if known)? \$\_\_\_\_\_
- g) Loan Account Number (if known)? \_\_\_\_\_
- h) Number of payments past due? \_\_\_\_\_ When last payment made? \_\_\_\_\_
- i) Have your payments ever been refused? YES NO If yes, how many? \_\_\_\_\_
- j) Term of mortgage (in months) \_\_\_\_\_
- k) Type of Loan (please circle): FHA VA Conventional
- l) Current interest rate \_\_\_\_\_; Is the interest rate (circle one) Fixed Adjustable
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- o) Does the mortgage include escrow for taxes and insurance? YES NO  
If no, then are you current on your taxes and homeowner's insurance? YES NO
- p) Customer Service Phone # \_\_\_\_\_ Loss Mitigation Phone # \_\_\_\_\_
- q) List all names on mortgage \_\_\_\_\_