

Financial Checklist

Get prepared to talk to your mortgage company or a housing counselor. Use this handy form to gather your financial information and to detail your current situation. You may be asked to complete additional forms by your mortgage company or housing counselor, but be prepared to have the following information available.

| Financial Information | |
|--|--------------------------|
| Income (What You Earn Each Month) | |
| Gross Monthly Income <i>(the amount before taxes and other deductions are taken out)</i> | \$ |
| Co-Borrower Gross Monthly Income <i>(if applicable)</i> | \$ |
| Other Income <i>(commissions, child support, alimony)</i> | \$ |
| <i>Total</i> | \$ |
| Expenses (What You Pay Each Month) | |
| First Mortgage Payment | \$ |
| Additional Mortgage Payments <i>(2nd & 3rd and all other liens, if applicable)</i> | \$ |
| Other Mortgage Expenses <i>(property taxes, insurance and Homeowner's Association [HOA] fees if not included in above payments)</i> | \$ |
| Home Expenses <i>(utilities)</i> | \$ |
| Auto Expenses <i>(all car payments, insurance)</i> | \$ |
| Student Loan Payment(s) | \$ |
| Credit Card Payment(s) | \$ |
| Child Care <i>(if applicable)</i> | \$ |
| Other Expenses | \$ |
| <i>Total</i> | \$ |
| Assets (What You Own) | (Estimated Value) |
| Other Real Estate or Property <i>(rentals, second home)</i> | \$ |
| Vehicles <i>(cars, motorcycles, boats)</i> | \$ |
| Investments <i>(stocks, bonds, mutual funds)</i> | \$ |
| Retirement <i>(401K, IRA)</i> | \$ |
| Other Assets | \$ |
| <i>Total</i> | \$ |

Documents to Have Handy:

1 Mortgage Information

- Current mortgage statement and any recent notices/letters received
- Current statement for any other loans/lines on the home

2 Income Information

- If employed—need your last two pay stubs
- If self-employed—need your current Quarterly or Year-to-Date Profit/Loss statement
- If receiving benefits (Social Security, pension, unemployment, death, etc.)—benefit statement or letter showing the amount, frequency and duration
- If receiving alimony or child support—divorce decree (or other document) showing amount, frequency and duration

3 Financial Information

- Last two month’s banking statements for checking/savings
- Last two year’s tax returns

Hardship Information

It’s important to explain your current financial situation to your mortgage company or a housing counselor—especially the reasons why you are having difficulty with your mortgage payments. This will help determine the best solution for your specific situation.

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.
- I can’t afford my current mortgage.**
My cash reserves, including all liquid assets, are insufficient to maintain my mortgage payments and cover basic living expenses at the same time.
- Other *(be prepared to explain)***

**Take the next step toward solving your mortgage problems and securing your financial future—
contact your mortgage company or a housing counselor today!**