



## Pre-Foreclosure Sale Package

Dear Homeowner:

Utah Housing Corporation (UHC) is committed to helping our homeowners facing difficulties making their payments. UHC may have a program that can help and we offer this assistance at no charge.

**ALL** sections of the enclosed loss mitigation package must be filled out and returned to our office. This information will help determine your program eligibility. In order to evaluate your situation, pursuant to section 204(a)(1)(D) of the national Housing Act, the mortgage must be in default on the date the Pre-Foreclosure Sale (PFS) transaction closes. PFS and Deed in Lieu options are reported to the credit bureaus and may likely affect your future ability to obtain another mortgage and future credit. In addition, the information may be reported to the Credit Alert Interactive Voice Response System (CAIVRS) resulting in an inability to obtain government financing or affect other government benefits for a certain period of time. For our service members, please speak to your employers regarding the impact, if any, to your employment and security clearance that could result from participating in the PFS.

Please mail, email, or fax your completed package to the following:

**UTAH HOUSING CORPORATION**  
**ATTN: LOSS MITIGATION DEPARTMENT**  
**PO BOX 70569**  
**SALT LAKE CITY, UT 84170**  
**EMAIL: [lossmit@uthc.org](mailto:lossmit@uthc.org)**  
**FAX: 801-902-8380**

In order to begin the review process, all documents listed on the enclosed submission checklist must be submitted with your completed loss mitigation application. Missing or incomplete documentation will result in the denial of your request.

The enclosed documents are being provided as additional resource and should be retained for future reference.

- Save Your Home
- HUD Approved Housing Counseling Agencies
- Servicemembers Civil Relief Act Notice
- Information Sheet - Preforeclosure Sale Procedure

UHC is open Monday through Friday 8:00 A.M. to 5:30 P.M. In the event you require further assistance, please contact our office at 800-344-0452 or 801-902-8300.

Sincerely,

Utah Housing Corporation  
Loss Mitigation Team

(UHC LM/PFSAPP - v.03/2022)

**FEDERAL HOUSING ADMINISTRATION  
SAVE YOUR HOME**

***Tips to Avoid Foreclosure***

[www.hud.gov/fha](http://www.hud.gov/fha)

**HELP! I CAN'T MAKE MY MORTGAGE PAYMENT.**

Every day thousands of people like you have trouble making the next mortgage payment. Though things may seem hopeless, help is available. However, you need to take the first step! If you ignore the problem you may lose your home to foreclosure, possibly affecting your ability to qualify for credit or to rent another home.

**WHAT SHOULD I DO?**

1. Contact your lender right away. You can find a contact number on your mortgage statement. When you call, be prepared to explain:
  - ✓ Why you are unable to make your payment.
  - ✓ Whether the problem is temporary or permanent.
  - ✓ Details about your income, expenses, and other assets like cash in the bank.
2. If you are uncomfortable talking to your lender, a HUD-approved housing counseling agency can help you understand your options. These services are free of charge.
3. Open all of the mail you receive from your lender. It contains valuable information about repayment options. Later mail may have important legal notices. Failing to read the mail will not prevent a foreclosure action.
4. Look for ways to increase the amount you have available to make your mortgage payments. Can you cancel cable TV, pack lunches, or get a part-time job? While these actions may not replace all of your lost income, they send a strong message to your lender that you are serious about keeping your home.

**NOTHING IS WORSE THAN  
DOING NOTHING!**

**WHAT OPTIONS WILL HELP ME KEEP MY HOME?**

FHA provides, as part of its insurance contract with lenders, loss mitigation actions the lender must evaluate and take, when appropriate, to reduce financial losses on loans in default. Your lender needs information from you to fully evaluate these options. If you want to keep your home, talk to your lender about available workout options for home retention. While the options listed here are for borrowers with FHA-insured loans, most lenders offer similar workout plans designed to help you keep your home.

**Special Forbearance.** Your lender may provide for a temporary reduction or suspension of your payments to allow you time to overcome the problem that reduced your income. Then you may be offered a payment plan so you can pay back the missed payments a little at a time until you are caught up. An extended forbearance period may be provided to unemployed borrowers who are actively seeking employment.

**Mortgage Modification.** A modification is a permanent change to your loan through which the overdue payments may be added to your loan balance, the interest rate may be changed or the number of years you have to pay off the loan may be extended.

**Partial Claim.** In a Partial Claim, a borrower receives a second loan in an amount necessary to bring the delinquent loan current. The loan is interest free and does not need to be repaid until you pay off your first mortgage or sell your house. This option is only available to borrowers with FHA-insured loans. However, if you have a conventional loan, ask your lender if they offer an "advance claim."

**FHA-Home Affordable Modification Program (FHA-HAMP).** This option combines an enhanced partial claim with a loan modification. Under the FHA-HAMP, the partial claim loan will not only include any amounts necessary to bring your mortgage current but may also include an amount to reduce your existing

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**Beware of Scams! If It Sounds Too Good To Be True...It Usually Is.  
Report mortgage fraud. Call 1-800-347-3735.**

loan balance by up to 30%. The reduced loan balance will then be modified to lower your monthly mortgage payment to an affordable level. As described above, the partial claim loan is interest free, but must be repaid when you pay off your first mortgage or sell your house.

To qualify for any of these options, you will need to provide your lender with current information about your income and expenses. Also, your lender may require that you agree to a payment plan for three or more months to demonstrate your commitment before you are approved for a modification or partial claim.

### **WHAT OPTIONS DO I HAVE IF I CAN'T KEEP MY HOME?**

If your income or expenses have changed so much that you are not able to continue paying the mortgage even under a workout plan offered by your lender, you should consider the options below.

**Pre-foreclosure sale.** With your lender's permission you can offer your house for sale and sell it at fair market value even if the amount you receive from the sale is less than the amount you owe. If you meet certain conditions, you may be eligible to receive relocation expenses.

**Deed-in-lieu of foreclosure.** As a last resort, you may be able to voluntarily give your property back to your lender. If you leave the property clean and undamaged you may be eligible to receive relocation expenses. There could be income tax consequences to any plan that reduces the amount of debt you owe so check with a tax advisor before accepting these workout options.

**Contact FHA.** Struggling homeowners with FHA-insured loans can get assistance by contacting HUD's National Servicing Center at (877) 622-8525. Persons with hearing or speech impairments may reach this number via TDD/TTY by calling (800) 877-8339.

### **SHOULD I BE AWARE OF ANYTHING ELSE?**

Beware of foreclosure prevention scams! You may be approached by organizations with official sounding names offering a quick fix to your mortgage problems. They often charge hefty fees or require that you "temporarily" sign over your deed to them. Remember — solutions that sound too good to be true usually are. These precautions will help you avoid being taken by a scam artist:

1. Never sign any papers you don't fully understand.
2. Check with a lawyer, your lender or trusted advisor, or a HUD-approved housing counselor before entering into any deal involving a loan assumption, contract of sale or a transfer of the deed to your home.
3. If you can't afford your current mortgage, don't be talked into refinancing into a new loan with a higher payment. To find a HUD counselor in your area call: **1-800-569-4287 or TDD 1-800-877-8339.**

### **WHAT IS FHA?**

The Federal Housing Administration is part of the U.S. Department of Housing and Urban Development (HUD). FHA provides mortgage insurance to approved lenders who in turn offer mortgage loan financing to individuals and families throughout the United States and territories. The FHA mortgage insurance enables approved mortgagees to provide home loans to eligible borrowers who might not otherwise qualify for other mortgage loan financing. FHA borrowers are often first-time homebuyers, moderate income families or folks who can't afford a large down payment.

To learn more about FHA's programs, please visit:

[www.hud.gov/fha](http://www.hud.gov/fha) or contact the

FHA Resource Center:

**1-800-CALL-FHA (1-800-225-5342)**

Federally Insured, Always There!



HUD-2008-5-FHA (04/2012)

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**Beware of Scams! If It Sounds Too Good To Be True...It Usually Is.  
Report mortgage fraud. Call 1-800-347-3735.**



## BEHIND ON YOUR MORTGAGE PAYMENTS?

*Help is available.*

*FREE assistance from HUD-approved housing counseling agencies is available to you.*

**Housing Counselors** at non-profit or government agencies approved by the U.S. Department of Housing and Urban Development (HUD) are trained to help homeowners who are having problems making their mortgage payments. Counselors can help you find the best option for your situation.

### **HUD-approved Housing Counselors will:**

- Work with you in person or over the phone.
- Help you understand your housing options.
- Help communicate with your lender.
- Recommend financial tools to help you solve current problems and avoid future ones.
- Connect you with local resources that may provide you with additional assistance.

### **This Help is Free.**

HUD approved housing counseling agencies cannot charge to help you explore your options if you are having trouble paying your mortgage loan.

- Watch out for companies that charge a fee for these services. It may be a scam.
- Check [www.hud.gov/findacounselor](http://www.hud.gov/findacounselor) to confirm the counseling agency is HUD-approved.

### **HOW TO FIND A HOUSING COUNSELOR TODAY:**

- **Online.** Search for a housing counseling agency near you at: [www.hud.gov/findacounselor](http://www.hud.gov/findacounselor) or <http://www.consumerfinance.gov/find-a-housing-counselor/>
- **By Phone.** Call HUD's Housing Counseling Locator Service at **(800) 569-4287**.
  - Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at **(800) 877-8339**.
  - Comprehensive foreclosure assistance is available around the clock at **(888) 995-HOPE (4673)**.

# HUD Approved Housing Counseling Agencies

[www.hud.gov](http://www.hud.gov)

1-800-225-5342

<b>Salt Lake County</b>			
<b>COMMUNITY DEVELOPMENT CORPORATION OF UTAH</b>			
Phone:	801-994-7222 or Toll Free: 866-994-7222	Fax:	801-994-7220
Email:	<a href="mailto:info@cdcutah.org">info@cdcutah.org</a>	Website:	<a href="http://www.cdcutah.org/">http://www.cdcutah.org/</a>
Address:	501 East 1700 South Salt Lake City, UT 84105		
<b>AAA FAIR CREDIT FOUNDATION</b>			
Phone:	801-483-0999	Fax:	801-364-8885
Email:	<a href="mailto:housing@faircredit.org">housing@faircredit.org</a>	Website:	<a href="http://www.faircredit.org/">http://www.faircredit.org/</a>
Address:	230 West 200 South #3104 Salt Lake City, UT 84101		
<b>SALT LAKE NEIGHBORHOOD HOUSING SERVICES, INC - DBA NEIGHBORWORKS SALT LAKE</b>			
Phone:	801-539-1590	Fax:	
Email:		Website:	<a href="http://www.nwsaltlake.org/">http://www.nwsaltlake.org/</a>
Address:	622 W 500 North Salt Lake City, UT 84116		
<b>MONEY MANAGEMENT INTERNATIONAL SALT LAKE CITY</b>			
Phone:	866-232-9080	Fax:	866-921-5129
Email:	<a href="mailto:counselinginfo@moneymanagement.org">counselinginfo@moneymanagement.org</a>	Website:	<a href="http://www.moneymanagement.org">www.moneymanagement.org</a>
Address:	2825 E Cottonwood Pkwy Ste 500 SLC, Utah 84121		
<b>Northern Utah</b>			
<b>NEIGHBORHOOD NONPROFIT HOUSING CORPORATION</b>			
Phone:	435-753-1112	Fax:	
Email:	<a href="mailto:justin@neighborhoodhousing.net">justin@neighborhoodhousing.net</a>	Website:	<a href="http://www.neighborhoodhousing.net">www.neighborhoodhousing.net</a>
Address:	195 West Golf Course Road, Suite 1 Logan, UT 84321		
<b>UTAH STATE UNIVERSITY - FAMILY LIFE CENTER-HFC</b>			
Phone:	435-797-7225	Fax:	435-797-7432
Email:	<a href="mailto:fchd@usu.edu">fchd@usu.edu</a>	Website:	<a href="http://fchd.usu.edu/services/hfc/">http://fchd.usu.edu/services/hfc/</a>
Address:	493 North 700 East Logan, UT 84321		
<b>Utah County</b>			
<b>COMMUNITY ACTION SERVICES</b>			
Phone:	801-691-5200	Fax:	801-373-8228
Email:	<a href="mailto:cwixom@communityactionuc.org">cwixom@communityactionuc.org</a>	Website:	<a href="http://communityactionuc.org/">http://communityactionuc.org/</a>
Address:	815 South Freedom Blvd. Provo, UT 84601		
<b>Neighborworks Provo DBA Mountain Country Home Solutions</b>			
Phone:	801-375-5820	Fax:	801-375-5966
Email:		Website:	<a href="https://neighborworksprovo.org/">https://neighborworksprovo.org/</a>
Address:	39 W 300 N Provo, UT 84601		
<b>Southern Utah</b>			
<b>NEIGHBORWORKS PROVO DBA SUN COUNTRY HOME SOLUTIONS</b>			
Phone:	435-218-7189	Fax:	435-763-4580
Email:	<a href="mailto:mbalser.suncountry@gmail.com">mbalser.suncountry@gmail.com</a>	Website:	
Address:	382 S. Bluff St. #150 SAINT GEORGE, Utah 84770		

## **Legal Rights and Protections Under the SCRA**

Servicemembers on “active duty” or “active service,” or a spouse or dependent of such a servicemember may be entitled to certain legal protections and debt relief pursuant to the Servicemembers Civil Relief Act (50 USC §§ 3901-4043) (SCRA).

### **Who May Be Entitled to Legal Protections Under the SCRA?**

- Regular members of the U.S. Armed Forces (Army, Navy, Air Force Marine Corps and Coast Guard).
- Reserve and National Guard personnel who have been activated and are on Federal active duty
- National Guard personnel under a call or order to active duty for more than 30 consecutive days under section 502(f) of title 32, United States Code, for purposes of responding to a national emergency declared by the President and supported by Federal funds
- Active service members of the commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.
- Certain United States citizens serving with the armed forces of a nation with which the United States is allied in the prosecution of a war or military action.

### **What Legal Protections Are Servicemembers Entitled To Under the SCRA?**

- The SCRA states that a debt incurred by a servicemember, or servicemember and spouse jointly, prior to entering military service shall not bear interest at a rate above 6 % during the period of military service and one year thereafter, in the case of an obligation or liability consisting of a mortgage, trust deed, or other security in the nature of a mortgage, or during the period of military service in the case of any other obligation or liability.
- The SCRA states that in a legal action to enforce a debt against real estate that is filed during, or within one year after the servicemember’s military service, a court may stop the proceedings for a period of time, or adjust the debt. In addition, the sale, foreclosure, or seizure of real estate shall not be valid if it occurs during or within one year after the servicemember’s military service unless the creditor has obtained a valid court order approving the sale, foreclosure, or seizure of the real estate.
- The SCRA contains many other protections besides those applicable to home loans.

### **How Does A Servicemember or Dependent Request Relief Under the SCRA?**

- In order to request relief under the SCRA from loans with interest rates above 6% a servicemember or spouse must provide a written request to the lender, together with a copy of the servicemember’s military orders. Send information to Utah Housing Corporation via mail: PO Box 70569 Salt Lake City, UT 84170, fax: 801-902-8301, or email: [lossmit@uthc.org](mailto:lossmit@uthc.org)
- There is no requirement under the SCRA, however, for a servicemember to provide a written notice or a copy of a servicemember’s military orders to the lender in connection with a foreclosure or other debt enforcement action against real estate. Under these circumstances, lenders should inquire about the military status of a person by searching the Department of Defense’s Defense Manpower Data Center’s website, contacting the servicemember, and examining their files for indicia of military service. Although there is no requirement for servicemembers to alert the lender of their military status in these situations, it still is a good idea for the servicemember to do so.

### **How Does a Servicemember or Dependent Obtain Information About the SCRA?**

- Servicemembers and dependents with questions about the SCRA should contact their unit’s Judge Advocate, or their installation’s Legal Assistance Officer. A military legal assistance office locator for all branches of the Armed Forces is available at <http://legalassistance.law.af.mil/content/locator.php>
- “Military OneSource” is the U. S. Department of Defense’s information resource. If you are listed as entitled to legal protections under the SCRA (see above), please go to [www.militaryonesource.mil/legal](http://www.militaryonesource.mil/legal) or call 1-800-342-9647 (toll free from the United States) to find out more information. Dialing instructions for areas outside the United States are provided on the website.

# Information Sheet

## Pre-foreclosure Sale Procedure

U. S. Department of Housing and  
Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0589  
(exp. 12/31/2019)

**Public reporting burden** for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 1064 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988 authorizes the Secretary to pay an insurance claim that “bridges the gap” between the fair market value proceeds from the HUD-approved third party sale of a property. The respondents are lenders, counselors, and homeowners who are attempting to sell their properties prior to foreclosure. The Privacy Act of 1974 pledges assurances of confidentiality to respondents. HUD generally discloses this data only in response to a Freedom of Information request.

Homeowners who have defaulted on their mortgages often attempt to sell their properties in order to avoid foreclosure and to protect their credit standing. However, because of declining property values in certain areas, some homeowners cannot realize enough from the sale to pay off their mortgage balances.

Therefore, the Department of Housing and Urban Development (HUD) has implemented the Pre-foreclosure Sale (PFS) Program. This program permits homeowners to attempt to sell their home for a fair market sale price, which can be less than the amount owed to the lender. HUD then reimburses the lender for the difference between the sale proceeds and the outstanding mortgage indebtedness.

Homeowners who sell their properties under the PFS Program may also benefit by avoiding the effect of a foreclosure on their credit rating.

Upon review of the homeowner’s financial situation, the lender will determine the type of PFS process for which the homeowner qualifies: (1) Standard PFS, (2) Streamlined PFS, or (3) Streamlined PFS for Servicemembers with Permanent Change of Station Orders.

Once the type of PFS has been determined, there are certain criteria which must be met before the homeowner may be permitted to pursue a PFS.

Homeowners must engage the services of a real estate broker/agent. The real estate broker/agent selected must have no conflict of interest with the homeowner, lender, appraiser, or buyer associated with the PFS transaction. The transaction must be between two unrelated parties and be characterized by a selling price and other conditions that would

prevail in a typical real estate sales transaction. If the homeowner secures a sales contract prior to receiving the Approval to Participate, the homeowner may submit the contract to the lender for consideration of PFS Program approval.

Owner-occupant homeowners who are not required to make minimum cash reserve contributions and successfully sell their properties using this program are relieved of their mortgage obligation and may be entitled to a cash incentive up to \$3,000. The homeowner may apply a portion or the entire amount of the \$3,000 consideration to resolve junior liens and to offset the sales transaction costs not paid by HUD (including a home warranty plan fee, costs of optional repairs, and buyer’s closing expenses). Eligible homeowners are permitted at closing to receive the remaining amount from the aforementioned \$3,000 consideration. This remaining amount may only be used for transition or relocation assistance.

If, after a good faith effort, an acceptable purchase offer is not obtained within the allotted time, the lender may accept a Deed-in-Lieu (DIL) of Foreclosure from the homeowner. While a DIL is less desirable than a PFS on a homeowner’s credit record, it is still looked upon more favorably by creditors than a foreclosure.

By calling this number, **800 344 0452**, the homeowner will receive further details from their lender about the procedure and whether they may qualify. **Please NOTE that the homeowner is under no obligation to make this call.**

## Pre-Foreclosure Sale Submission Checklist

Use this form to ensure that you submit all the documentation required for us to review and process your Loss Mitigation Request. Failure to return all documentation listed below will result in the denial of your application.

**Pre-Foreclosure Sale Application**

This package must be completed in its entirety including signatures, initials, and dates. Please note, borrower(s) signatures will be verified against the Note and Deed of Trust.

**Proof of Income for all borrowers**

Select the item (s) below that apply:

- Pay Check Stubs**
- Provide copies of all pay stubs for most recent 30 day period
- Child Support Income \***
- Provide a copy of your most recent ORS statement or divorce decree reflecting the award of child support
- Unemployment Income**
- Provide a copy of Approval Letter reflecting weekly allotment amount and start/end date information
- Disability/Social Security Income**
- Provide a copy of the approval letter reflecting the weekly/monthly allotment amount and start /end date information
  - Most recent IRS tax return (Form 1040)
- Tax Return and ALL Schedules**
- Provide a copy of your most recent tax return including ALL schedules
- Other Income** – specify \_\_\_\_\_  
Include supporting documentation

**Copies of your 3 (THREE) most recent Personal Bank Statements**

Submit copies of statements for ALL open personal bank accounts. All pages, front and back, must be included clearly identify account owner and institution name.

**Documentation of reason for default**

Copies of disability form, medical bills/doctors orders, unemployment approval letter, etc.

If **self-employed**, in addition to the above items, please provide copies of:

**Signed year-to-date Profit and Loss Statement** – *must be prepared by a CPA.*

**Copies of your 3 most recent Business Bank Statements**

Submit copies of statements for ALL open business bank accounts. All pages, front and back, must be included clearly identify account owner and institution name.

**\*Notice:** Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered for repaying this loan.

**DO NOT INCLUDE ORIGINAL DOCUMENTS, THEY WILL NOT BE RETURNED.**  
**DO NOT INCLUDE PAYMENTS WITH THIS DOCUMENTATION.**



# UHC Pre-Foreclosure Sale Application and Request for Financial Information

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

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

**The borrower and the homeowner must maintain contact with UHC**

- Monthly contact is required from the homeowner and Realtor
- Provide up to date contact information – Names, telephone numbers, the current address of all homeowners on the title

**Section - 1 BORROWER INFORMATION**

BORROWER				CO-BORROWER			
First Name	Middle Int.	Last Name		First Name	Middle Int.	Last Name	
Social Security Number		Email Address		Social Security Number		Email Address	
Mailing Address				Mailing Address			
Home Phone	Cell Phone	Best Time to Call		Home Phone	Cell Phone	Best Time to Call	
Have you ever filed Bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter	Filing Date	Did you reaffirm? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever filed Bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter	Filing Date	Did you reaffirm? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer Name				Employer Name			
Employer Phone		Years on this job		Employer Phone		Years on this job	

**Section - 2 REALTOR CONTACT INFORMATION**

Realtor Name	Email Address	Phone Number
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**Section - 3 HOUSEHOLD MEMBERS**

How many dependents, including borrowers, live in the property? \_\_\_\_\_

Is any borrower or spouse an active service member?

If yes, please provide a copy of the orders.  Yes  No

**Section - 4 OCCUPANCY INFORMATION**

Please answer the following questions about the occupancy of the property.

Is the property vacant?	Vacancy Date	Is the property being rented?	Tenant Name
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Section - 5 CURRENT PROPERTY CONDITION**

Please explain any immediate repairs that are necessary (plumbing leaks, broken windows, roof damages, etc.)

Please do not include cosmetic repairs.

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**Section - 6 CONDOMINIUM OR HOMEOWNERS ASSOCIATION**

Do you pay condominium or homeowners association fees?  Yes  No

Company name	Mailing Address	Phone Number
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**Section - 7 OTHER PROPERTIES / FHA FINANCING**

Does the borrower or co-borrower have any mortgages on any other properties?  Yes  No

Has the borrower or co-borrower applied for new FHA mortgage financing on any other property?  Yes  No

**Section - 8 PROPERTY CONDITION REQUIREMENTS FOR VACANT PROPERTIES**

**Borrower/Co-Borrower Acknowledgement**

<b>Borrower Initials</b>	<b>Co- Borrower Initials</b>	<b>Acknowledgment Statements</b>
_____	_____	

**Homeowner/Agent Responsibility:**

- The property must be maintained inside and out
- Utilities must be current
- The home must be broom swept/vacuumed
- List of damages if any - Homeowner to have repairs completed
- Property free and clear of all personal items, debris, unwanted items, cleaning supplies, chemicals, soap, tires, building supplies and debris, unused lumber etc.
- Garage, shed, outbuildings, yard to be cleaned of all personal items or debris.
- Spring, summer, fall - Grass cut and yard maintained
- Winter Season: Snow removal - driveway and sidewalks
- **If the property has a sump pump, the electricity must be on**

**Condo** – same requirements as above, additionally:

- Heat and Electric must be on and set at 55\* degrees
- Condo/HOA Fees must be kept current
- Utilities must be kept current
- Current contact information must be provided for the Condo Association

**\*UHC will have the property winterized and all doors rekeyed. A property inspection will be completed to ensure the above requirements have been met before the homeowner will be approved to participate in the Pre-Foreclosure Sale Program\***

**ASSETS**

List the estimated value, amount owed and net value of all assets.

Description	Estimate Value	Amount Owed	Net Value
Primary Residence			
Other Property			
Other - Specify			
Vehicle			
Vehicle			

**Section - 9 PAYCHECK FREQUENCY**

List the paycheck frequency for each borrower along with the day of week/month; i.e. weekly on Friday or monthly on the 5th etc.

Individual	Pay Day Frequency	Day(s) Week/Month
Borrower	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Other-specify	
Co-Borrower	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Other-specify	

**Section - 10 MONTHLY TAKE HOME PAY**

List the monthly NET income (the amount you receive after deductions) for each borrower and all other income sources that apply.

Description	Borrower Income	Co-Borrower / Other Income	Total
Employer			
Tips			
Other Deposits			
Roommate / Rental Property*			
Church / State Assistance			
Social Security			
Self-Employment / Business			
Other - Specify			
Alimony / Child Support			

Will any of the income sources listed above change or discontinue in the next 12 months?  Yes  No

If yes, provide the reason and date of the pending change. - \_\_\_\_\_

Add together each amount in the "Total" column; then write this amount on Line 1 in Section 14

**GRAND TOTAL MONTHLY INCOME**

**Section - 11 DEBTS & EXPENSES**

DEBTS	Creditor / Company	Monthly Payment
UHC 1 <sup>st</sup> Mortgage		
Condo Association Dues		
2 <sup>nd</sup> Mortgage		
Alimony / Child Support		
Automobile Loan / Lease		
Automobile Loan / Lease		
Installment Loan		
Installment Loan		
Credit Card 1		
Credit Card 2		
Medical / Dental Bills		
Other - specify		

Add together each amount listed in the "Monthly Payment" column

**Sub-Total Debts**

UTILITIES	Company	Monthly Payment
Electricity		
Gas		
Water / Sewage / Garbage		
Telephone / Cell		
Cable / Internet		

Add together each amount listed in the "Monthly Payment" column

**Sub-Total Utilities**

TRANSPORTATION	Monthly Payment
Gasoline - Car	
Automobile Insurance	
Car Maintenance; the average monthly cost of oil changes, tires, etc....	

Add together each amount listed in the "Monthly Payment" column

**Sub-Total Transportation**

<b>MEDICAL</b>	<b>Monthly Payment</b>
Health Insurance not paid from paycheck	
Life / AD&D Insurance not paid from paycheck	
Prescriptions / Other - specify	

Add together each amount listed in the "Monthly Payment" column

**Sub-Total Medical**

<b>FOOD &amp; HOUSEHOLD</b>	<b>Monthly Payment</b>
Groceries including food, household cleaning supplies, personal care, pets	
Eating Out	

Add together each amount listed in the "Monthly Payment" column

**Sub-Total Food & Household**

<b>FAMILY</b>	<b>Monthly Payment</b>
Child Care	
Work Expenses: Tools, Safety Equipment, Dues, etc.	
Education	
Church / Charity Donations	
Other - specify	

Add together each amount listed in the "Monthly Payment" column

**Sub-Total Family**

Add together the "sub-total" from each category; then write this amount on Line 2 in Section 14

**GRAND TOTAL DEBTS & EXPENSES**

**Section - 12 EXPENSE TO INCOME SUMMARY**

Use this section to calculate your Total Monthly Surplus or Shortage amount.

<b>Line #</b>	<b>Item and Section</b>	<b>Amount</b>
1	Enter "GRAND TOTAL MONTHLY INCOME" from Section 11	
2	Enter "GRAND TOTAL DEBTS & EXPENSES" from Section 12	

If Line 1 is greater than Line 2, subtract Line 2 from Line 1

**GRAND TOTAL SURPLUS**

If Line 2 is greater than Line 1, subtract Line 1 from Line 2

**GRAND TOTAL SHORTAGE**



# Loss Mitigation Application Authorization and Acknowledgement

### HARDSHIP AFFIDAVIT ACKNOWLEDGEMENT

\_\_\_\_\_  
Borrower  
Initials

\_\_\_\_\_  
Co-Borrower  
Initials

Under penalty of perjury, I/we certify the statements made in the Hardship Affidavit are true and correct, to the best of my/our knowledge.

### AUTHORIZATION TO SEND THROUGH EMAIL

\_\_\_\_\_  
Borrower  
Initials

\_\_\_\_\_  
Co-Borrower  
Initials

I authorize UHC to send documents related to my mortgage loan to the email address provided in my application. I understand some of these documents may be sent encrypted and will require a password to be opened.

### AUTHORIZATION TO CALL CELL PHONE NUMBER(S)

\_\_\_\_\_  
Borrower  
Initials

\_\_\_\_\_  
Co-Borrower  
Initials

I authorize UHC to use the cell phone number(s) provided in the application to contact me regarding my mortgage loan.

### AUTHORIZATION & ACKNOWLEDGMENT

I have described my current financial condition and I certify that all information presented in the application as well as all supporting attachments are true and accurate to the best of my knowledge. I understand that submission of this information in no way obligates Utah Housing Corporation (UHC) to provide me assistance. By signing this authorization and acknowledgment form, I hereby authorize UHC to:

- 1) Order a credit report from any credit reporting agency and acknowledge this credit inquiry may impact my credit score\*
- 2) Verify, when deemed necessary, any current or previous employment, bank accounts, tax returns or assets
- 3) Release any and all information collected on the application to any investor, insurer, or guarantor that owns, insures, or guarantees my first lien or subordinate lien (if applicable) mortgage loan(s)

I further understand that I shall be liable for any losses or damages suffered by UHC, the Investor, or the Insurer if the information provided herein has been misrepresented by me and such misrepresentations generated an action UHC would not have taken had all facts been known. I understand that UHC may request additional documentation as deemed necessary to process my loss mitigation request.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\* Upon request, UHC will provide the name and address of the credit reporting agency supplying the report.