



INDIANA FORECLOSURE PREVENTION NETWORK

### Settlement Conference Loss Mitigation Package Checklist

Copies of the following documents can be found on the Indiana Housing and Community Development Website at [www.in.gov/ihcda](http://www.in.gov/ihcda) or at the Indiana Foreclosure Prevention Network website at [www.877gethope.org/](http://www.877gethope.org/).

- Financial Worksheet (Please sign and date) \*May use Lender's version if provided.
- Hardship Letter (Please sign and date)
- Request for Modification & Affidavit (Please sign and date the 3<sup>rd</sup> page. This Federal form is required by all servicers)
- 4506T Form (Please sign and date)
- Authorization for Release of Information (Please sign and date)

#### Copies of supporting documentation you need to provide:

- One recent utility bill with Borrower(s) name and address.
- Last 30 days of pay stubs for all employment and income sources for all persons over the age of eighteen living in the property (for receiving pension or Social Security Disability, please include copy of award letter if available)
- Last three months of all current bank statements (Please include the monthly bank statement that contains the bank account number and monthly transactions)
- Last two years of Federal tax returns and W-2s/1099 (State tax returns are NOT needed. Please sign the tax returns)
- If unemployed, copy of unemployment eligibility or explanation of benefits
- If self employed, a copy of previous year's filed 1040 return
- If self employed, 6 months current personal and business bank statements
- If self employed, most recent quarterly Profit and Loss statement showing Income, Expenses and Net (May be required to be audited by some lenders)
- Copy of most recent second mortgage statement (if applicable)