

Depending upon your current financial situation, it may be possible for Aurora Loan Services LLC (Aurora Loan Services) to offer you a short sale transaction. A short sale occurs when a property is sold for an amount less than the full payoff amount of the loan. Unfortunately, this transaction will not allow you to continue ownership or occupancy of the property. The "short" payoff amount of your loan is accepted as payment of your loan in full.

**Documentation to be Submitted to Aurora Loan Services for Short Sale Consideration:**

If you would like to be considered for a short sale transaction, you will need to submit the following written documentation and/or information to Aurora Loan Services:

*Please note that your file cannot be reviewed until all of the requested documentation has been received by Aurora Loan Services.*

**Aurora Loan Services needs the following documentation and/or information from you (or your real estate agent/broker):**

- A complete and accurate Financial Information Form (or detailed letter signed and dated).
- A letter with a detailed explanation of your financial hardship.
- Two most recent paycheck stubs for each mortgage (if self-employed, provide the year to date Profit and Loss Statement).
- Bank Statements. Please include the two (2) most recent bank statements for your checking, savings, mutual funds, 401k account, and other investment information.
- Statements of Disability/Unemployment, Retirement and/or Social Security benefits applied for or received. Please include copies of any and all check stubs.

**Additional documentation, to be provided by your broker/real estate agent and to be submitted with the documentation listed above:**

- HUD or Net Sheet if an offer has been received.
- Offer, Purchase Agreement or Sales Contract.

**The following requirements must be met in order for Aurora Loan Services to approve a short sale transaction:**

- Proven inability to pay your mortgage based on your current financial situation.
- Provide to Aurora Loan Services a complete and accurate Financial Information Form.
- You must cooperate and allow us to view the interior of your property to enable us to determine an appraised value. A second interior value may be required if there is 30% or more decline in value from the origination value.
- Your property must be listed with a licensed real estate agent/broker at a price based on "fair market value." The sale transaction must be "arm's length," which means that all parties involved in the sale must be unrelated and unaffiliated.
- If there is a deficiency, we may require that you make a contribution toward any such deficiency from the sale of the property. This contribution may be in cash and/or a promissory note, depending on Aurora Loan Services' review of the potential sale of the property and your financial situation.
- You may not enter into an agreement with a third party to surrender the title to the property and arrange a short payoff in exchange for a fee.
- You cannot receive any proceeds from the sale of the property or any hazard/flood insurance claim. In addition, you must waive reimbursement of any escrow; buy down funds; or pre-paid items.

**If we approve a short payoff of your loan and you remit to us the agreed upon short payoff amount we will:**

- File a 1099-C Form with the IRS and send you a copy. This may be a taxable event. You should consult with the IRS or a tax professional concerning any tax impact this may have to you, if any.
- Consider the debt to be satisfied in full.
- Release your mortgage on the public records.
- Report the transaction to the credit bureaus as "PAID IN FULL FOR LESS THAN THE FULL BALANCE." This may be considered a derogatory remark by future potential or actual creditors. Credit is not subject for negotiation. Aurora Loan Services will not report the loan "PAID IN FULL" unless we receive a payoff of the full amount due under the loan. We will



Equal Housing Lender



continue, without change, our reporting activity to the credit reporting agencies with respect to your loan, until completion of the short payoff transaction and we have received and posted good funds representing the agreed upon short payoff amount.

**Please submit all requested information/documentation to Aurora Loan Services:**

Aurora Loan Services  
P.O. Box 1706  
Scottsbluff, NE 69363-1706  
Attention: Loss Mitigation Group  
Fax Number: 1-866-517-7976

**We will review your financial information upon receipt and advise you of our decision. We will not be able to process your request without all of the documentation requested above, as well as complete and accurate financial information**

**Aurora Loan Services will continue to pursue all available collection and foreclosure processes/activities until such time as Aurora Loan Services has approved your request for a short sale transaction. This letter does not suspend or postpone your obligation to make your monthly payments.**

We look forward to working with you. Should you have any questions, please call our Loss Mitigation Group at 1-866-521-3828.

In addition to contacting our office, you may call the HUD Nationwide toll free telephone number at 1-800-569-4287 to obtain a list of the HUD Approved Housing Counseling Agencies.

Loss Mitigation Group  
Aurora Loan Services

Aurora Loan Services is a debt collector. Aurora Loan Services is attempting to collect a debt and any information obtained will be used for that purpose. However, if you are in bankruptcy or received a bankruptcy discharge of this debt, this communication is not an attempt to collect the debt against you personally, but is notice of a possible enforcement of the lien against the collateral property.





We make home possible.

Aurora/Freddie Mac Loan Number

BORROWER		CO-BORROWER	
BORROWER'S NAME		CO-BORROWER'S NAME	
SOCIAL SECURITY NUMBER	DATE OF BIRTH	SOCIAL SECURITY NUMBER	DATE OF BIRTH
HOME PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)	HOME PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)	HOME PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)	HOME PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)
WORK PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)	WORK PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)	WORK PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)	WORK PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)
CELL PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)	CELL PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)	CELL PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)	CELL PHONE NUMBER WITH AREA CODE (BEST TIME TO CALL)
MAILING ADDRESS			
PROPERTY ADDRESS (IF SAME AS MAILING ADDRESS, JUST WRITE SAME)			EMAIL ADDRESS
Number of Dependents:	Do you occupy the property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is it rental property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is it leased? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If you have a lease agreement, please provide a copy.	Have you contacted a credit-counseling agency for help? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the property listed for sale? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please complete counselor contact information below.	
If yes, please provide a copy of the listing agreement.			
Agent's Name: _____			
Agent's Phone Number: _____			
Agent's Email: _____			
Do you receive, and pay, the Real Estate Tax bill on your home or does your lender pay it for you? I do <input type="checkbox"/> Lender does <input type="checkbox"/>		Do you pay for a hazard insurance policy? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are the taxes current? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is the policy current? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you pay it, please provide a copy of your tax statement.			
Have you filed for bankruptcy? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: Chapter 7 <input type="checkbox"/> Chapter 13 <input type="checkbox"/> Filing Date: _____			
Has your bankruptcy been discharged? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide a copy of the discharge order signed by the court.			
INVOLUNTARY INABILITY TO PAY			
I (We), _____, am/are requesting that the Federal Home Loan Mortgage Corporation (Freddie Mac) review my/our financial situation to determine if I/we qualify for a workout option.			
I am having difficulty making my monthly payment because of financial difficulties created by (Please check all that apply):			
<input type="checkbox"/> Abandonment of Property	<input type="checkbox"/> Excessive Obligations	<input type="checkbox"/> Military Service	<input type="checkbox"/> Other
<input type="checkbox"/> Business Failure	<input type="checkbox"/> Fraud	<input type="checkbox"/> Payment Adjustment	
<input type="checkbox"/> Casualty Loss	<input type="checkbox"/> Illness in Family	<input type="checkbox"/> Payment Dispute	
<input type="checkbox"/> Curtailment of Income	<input type="checkbox"/> Illness of Mortgagor	<input type="checkbox"/> Property Problems	
<input type="checkbox"/> Death in Family	<input type="checkbox"/> Inability to Rent Property	<input type="checkbox"/> Title Problems	
<input type="checkbox"/> Death of Mortgagor	<input type="checkbox"/> Incarceration	<input type="checkbox"/> Transferring Property	
<input type="checkbox"/> Distant Employment Transfer	<input type="checkbox"/> Marital Difficulties	<input type="checkbox"/> Unemployment	
I believe that my situation is: <input type="checkbox"/> Short term (under 6 months) <input type="checkbox"/> Long term (over 6 months) <input type="checkbox"/> Permanent			
I want to: <input type="checkbox"/> Keep the Property <input type="checkbox"/> Sell the Property			
<b>Please provide a detailed explanation of the hardship on a separate sheet of paper.</b>			
If there are additional Liens/Mortgages or Judgments on this property, please name the person(s), company or firm and their respective telephone numbers.			
Lien Holder's Name	Balance / Interest Rate	Phone Number (WITH AREA CODE)	
	\$		
Lien Holder's Name	Balance / Interest Rate	Phone Number (WITH AREA CODE)	
	\$		

Before mailing, make sure you have signed and dated the form and attached appropriate documentation.

## EMPLOYMENT

Borrower - Employer's Address & Phone #	How Long?	Co-Borrower - Employer's Address & Phone #	How Long?
<b>Monthly Income - Borrower</b>		<b>Monthly Income - Co-Borrower</b>	
Gross Waives / Frequency of Pay	\$	Gross Waives / Frequency of Pay	\$
Unemployment Income	\$	Unemployment Income	\$
Child Support / Alimony*	\$	Child Support / Alimony*	\$
Disability Income/ SSI	\$	Disability Income/ SSI	\$
Rents Received	\$	Rents Received	\$
Other	\$	Other	\$
Less: Federal and State Tax FICA	\$	Less: Federal and State Tax FICA	\$
Less: Other Deductions (401K, etc.)	\$	Less: Other Deductions (401K, etc.)	\$
Commissions, bonus and self-employed income	\$	Commissions, bonus and self-employed income	\$
* * * * * <b>ALL INCOME NEEDS TO BE DOCUMENTED</b> * * * * * <b>Paystub must be most recent date with year to date information.</b>			
<b>Total (Net Income)</b>	<b>\$</b>	<b>Total (Net Income)</b>	<b>\$</b>
<b>Monthly Expenses</b>		<b>Assets</b>	
Other Mortgages / Liens	\$	Type	Estimated Value
Auto Loan(s)	\$	Checking Account(s)	\$
Auto Expenses / Insurance	\$	Saving / Money Market	\$
Credit Cards / Installment Loan(s)	\$	Stocks / Bonds / CDs	\$
(total minimum payment for both per month)			
Health Insurance (not withheld from pay)	\$	IRA / Keogh Accounts	\$
Medical (Co-pays and Rx)	\$	401k / ESPO Accounts	\$
Child Care / Support / Alimony	\$	Home	\$
Food / Spending Money	\$	Other Real Estate	\$
Water / Sewer / Utilities / Phone	\$	Cars	\$
HOA/Condo Fees/Property Maintenance	\$	Life Insurance (Whole Life not Term)	\$
Life Insurance Payments (not withheld from pay)	\$	Other	\$
<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

\* Alimony, child support or separate maintenance income need not be revealed if the Borrower or Co-borrower does not choose to have it considered for repaying this loan.

I agree as follows: My lender may discuss, obtain and share information about my mortgage and personal financial situation with third parties such as purchasers, real estate brokers, insurers, financial institutions, creditors and credit bureaus. Discussions and negotiations of a possible foreclosure alternative will not constitute a waiver of or defense to my lender's right to commence or continue any foreclosure or other collection action, and an alternative to foreclosure will be provided only if an agreement has been approved in writing by my lender. The information herein is an accurate statement of my financial status. I consent to being contacted concerning my Mortgage at any cellular or mobile telephone number I may have. This includes text messages and telephone calls to my cellular or mobile telephone.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_ Signature of Borrower

By \_\_\_\_\_ Signature of Co-Borrower

*Before mailing, make sure you have signed and dated the form and attached appropriate documentation.*

**FOR LENDER USE ONLY**

Provide the appropriate information about the borrower, mortgage and property. If there are junior or superior liens, indicate the total amount owed, the name of the lien holder(s) and the status of the lien (i.e., current, in foreclosure, delinquent and indicate the number of days delinquent).

The Debt analysis section is divided into three sections: the amount of expenses which have been paid or advanced to retain the lien status; the total amount of the mortgage debt, including the amount of escrow that remains after any advances have been made; and the pending expenses which you are aware are coming due, such as pending unpaid real estate taxes, and indicate the date that any unpaid expenses are due.

Freddie Mac Loan Number	Seller/Service Loan Number	DDLPI	Current Interest rate	Seller/Service Number
Preparer's Name		Date Prepared	Phone Number ( )	Fax Number ( )
Seller/Service Name		E-mail Address		
Address		City	State	
MI Contact Name	Phone Number ( )	If Pool MI Coverage:		
If Primary MI Coverage:	MI Company	MI Company		
Certificate #		Certificate #		
% of Coverage		% of Coverage		
Recommendation:	<input type="checkbox"/> Short Payoff <input type="checkbox"/> Deed in Lieu <input type="checkbox"/> Makewhole	<input type="checkbox"/> Scheduled or <input type="checkbox"/> Estimated Foreclosure Sale Date		
Bankruptcy History: Chapter	Date Filed / /	Date Released	/ /	
Monthly payment: P & I \$	Hazard Insurance \$	Other Escrowed Amt \$		
Taxes \$	Mortgage Insurance Premium \$			
If loan is an ARM: Interest Rate: Effective Date:		If loan is a GPM: Interest Rate: Effective Date:		
P&I	Effective Date:	Interest Rate: Effective Date:		
Property Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair	Property Insurance Claim \$			
MI Contribution \$	Borrower Contribution \$			
Junior Lien Amount \$	Lien Holder	Status of Lien		
Superior Lien Amount \$	Lien Holder	Status of Lien		
<b>Expenses</b>		<b>Mortgage Debt</b>		
Appraisal/BPO	Unpaid Principal Balance	\$	Next RE taxes due	\$
Real Estate Taxes	Accrued Interest	\$		\$
Foreclosure	Positive Escrow Balance	\$		\$
Bankruptcy	Negative Escrow	\$		\$
Water/Sewer Pmts	(Net of advances)	\$		\$
Other (explain)	(B) Total Loan Amount	\$		\$
(A) Total Expenses	Total Debt (A + B)	\$	Total	\$
		<b>Pending Unpaid Expenses</b> (describe/due date)		

*Before mailing, make sure you have signed and dated the form and attached appropriate documentation.*



**3<sup>rd</sup> PARTY AUTHORIZATION FORM**

**Borrower:** Please complete the information below, sign and fax to (303) 728-7648.

**Please inform the Third Party to allow 48 hours from Aurora Loan Services' receipt of the completed form for this authorization to be uploaded to our system before calling to discuss specific account information.**

Today's Date: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Borrower(s) Name (Please Print): \_\_\_\_\_  
Property Address: \_\_\_\_\_

I/We authorize Aurora Loan Services to provide the following information/documentation regarding the above-referenced loan to the Authorized Party listed below:

Access to discuss all information regarding my above-referenced loan.

\_\_\_\_\_ The Authorized Party named below is authorized only to make changes to mailing address and phone numbers associated with my above-referenced loan.

\_\_\_\_\_ The Authorized Party named below is authorized only to receive written communications and/or copies of loan documents for my above-referenced loan.

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

This authorization is valid for one hundred eighty (180) days. However, if you would like to have a different expiration date, please complete and initial below.

\_\_\_\_\_ This authorization is valid until \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
\_\_\_\_\_ This authorization is valid until revoked by the undersigned or when the loan is paid in full.

Name of Authorized Party(s) and Company Name (if applicable) – please print clearly: \_\_\_\_\_

Relationship of Authorized Party to Borrower: \_\_\_\_\_

Contact Information for Authorized Party:

Authorized Party Mailing Address: \_\_\_\_\_

Authorized Party Phone Number: \_\_\_\_\_

Aurora Loan Services will not be held responsible in any manner for following the authorization and/or instructions given herein. Unless specified above, this Authorization will automatically expire one hundred eighty (180) days from the above date.

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

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