

## Documentation Requirements for Mortgage Modifications and Short Sales

In many ways, completing a mortgage modification and short sale is like the reverse of getting a new mortgage. Most guidelines require a standard set of documentation with some variation from lender to lender. *Please forward to us the following items.* Please ignore what is not applicable to your situation. Also please call if you have any questions about this list and what applies to you.

### Standard Documentation Modifications and Short Sales

- Mortgage coupon(s) or statement(s)
- Paystubs (most recent 30 days)
- W2, 1099
- Tax Returns 2007, 2008  
*::: If you have not filed your 2008 tax return, please write a letter stating that you have not filed or provide a copy of the extension, nothing fancy but please sign the letter.*
- Social Security and/or Pension Awards Letter(s)
- Bank statements (most recent 2 months)
- Driver License
- Social Security Card

**Remember**, please continue forwarding your most recent paystub and bank statement as they age over time. That way we will always have the most recent.

### Short Sale (only) Documentation

These will be requested from your Listing Real Estate Agent.

- Listing Agreement
- Realtor BPO or CMA (upon receipt of a purchase contract)
- Valid Offer – Contract for Sale and Purchase

There are no requirements to review the borrower's credit report for a mortgage modification or short sale. Borrowers qualify for modifications and short sales based on combination of financial necessity, hardship and present circumstances.



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