

HELP

with your

MORTGAGE PAYMENTS

We may be able to help you with your mortgage payments if:

- You can document a loss of income or increase in expenses
- You live in the home and it is not vacant, abandoned or in a state of disrepair.

To apply for possible assistance, you must submit a complete financial package to us that contains specific required documentation including:

1. A completed "Uniform Borrower Assistance Form" (form enclosed). Please be sure to fill in the form accurately and completely. Be sure to include your email address on the form. Include all of your expenses and income to present a complete picture of your current financial circumstance.
2. A completed "Letter of Hardship" (form enclosed). If your hardship is due to a loss of income, please provide the dates of your income reduction and additional detail about your hardship on the "Letter of Hardship" form. If your hardship is due to an increase in expenses, please provide additional information about these expenses including the amounts and duration of the expense on the "Letter of Hardship" form.

In addition, your package must include copies of the following documents (please send *copies*, not the original of these documents): The following documents are needed in order to evaluate your income correctly.

3. Two months of your most current pay stubs for each borrower and documents to verify any other income (e.g., disability, unemployment, SSI, child support, alimony, supplemental, etc.). If employment is new, provide the start date.
4. Last two years Federal tax returns for all borrowers on the loan. These must be complete tax returns including all schedules and K-1s including your W2's. If you own a business, we also need copies of the business tax return and the annual profit and loss statements for the last two years.
5. Two months of the most current bank statements for all checking and savings accounts. (Please send complete bank statements, all pages.)
6. If you own a business, we also need copies of the business bank statements for all accounts.
7. Two months of your most current gas/electric, sewer, water, garbage, cable, cellular phone bills, and or landline telephone bills.
8. A copy of your current Homeowners Association bill, if applicable.

Mail the completed package to:

California Housing Finance Agency
Loan Servicing MS-980
P.O. Box 4034
Sacramento, CA 95812-4034

You can also Fax the package to us at: 916.326.6422
Have questions or need assistance? Please call us at 800.669.1079

Additional Items Required for Short Sale Review

Please note these are additional items that must be provided along with all the loss mitigation documents listed previously in items 1 through 8 above. The additional items are:

1. A copy of the purchase offer signed by all parties.
2. A copy of the listing agreement showing you are actively marketing the property.
3. Estimated HUD-1 or settlement statement.
4. A preliminary title report.
5. A Comparative Market Analysis (CMA) or Broker's Price Opinion (BPO) that must include comparative values.

CalHFA will evaluate a borrower for "home retention" loss mitigation options before considering "non-home" retention options such as a short sale. Be sure that your hardship letter speaks specifically to why you are unable to keep your home.

Not printed at taxpayers' expense.

Important Notice

It may take up to 90 days to complete the loss mitigation process. Please submit updated pay stubs and bank statements each month as you receive them.