

The following is a sample of **The Welcome Package** that the homeowner will receive when they initiate a Federal Housing Administration (FHA) Preforeclosure Sale. These documents are for your reference only and **are not** to be filled out. Please have the homeowner fill out the documents that come in their **The Welcome Package**.

Additional documents the homeowner will receive in their **Welcome Package**:

- [Bank of America Third-Party Authorization Form](#)
- [Bank of America Buyer's Acknowledgement & Disclosure Form](#)

As a reminder:

1. **FHA short sale process is *not* like traditional process**
 - Home retention options (modification) must be reviewed
 - Homeowner must be approved by HUD to short sale
 - Process similar to HAFA
 - Consistent HUD guidelines (HUD.gov)
2. **Homeowner must initiate the short sale**
 - Instruct homeowner to call Customer Relationship Manager (CRM)
 - If no CRM, homeowner should call **1.800.669.6650**
 - FHA short sales cannot be initiated by agent in Equator
3. **Short sale offers will not be reviewed until Approval to Participate is issued by HUD**

Error! Filename not specified.

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FHA Case No.: Insert FHA#

Notice Date: March 1, 2013

Loan No.: «ACCT»

«NAME1» «NAME2»
«MAILAD»
«MAILA2»
«MAILCS» «MAILZP»

Property Address:
«ADDRS»
«CTYST» «ZIP»

IMPORTANT MESSAGE ABOUT YOUR LOAN

We understand you may be interested in a “short sale” of your property. This means that, with our permission, you can sell your property for less than the full amount owed on your mortgage and we will accept those sale proceeds in satisfaction of your mortgage.

This loan is insured by the Federal Housing Administration (FHA). To successfully complete a short sale under the FHA’s Short Sale) Program, you must generally meet the following requirements:

- You can only have one FHA-insured loan.
- The short sale must be an “arm’s length” transaction.
- Mortgage must be in default, pursuant to Section 204 of the National Housing Act (12 U.S.C. 170 (1)D), the mortgage must be in default on the date the short sale transaction closes.
- Before closing, any additional liens against the property must be released. A lien holder who demands a payment to release its lien must submit a written statement to Bank of America, N.A. This statement must explain the purpose of the lien, the amount required to release the lien, and an agreement to release the lien if that amount is paid.
- Your default must have been caused by a legitimate financial hardship that prevented you from making your mortgage payments.
- If your financial circumstances improve and you want to be considered for loss mitigation options that might allow you to keep your home, please review the enclosed materials.

Under limited circumstances, and subject to approval by the Department of Housing and Urban Development (HUD), there may be exceptions to these requirements.

We report short sale transactions to credit bureaus. This will likely adversely affect your ability to obtain another mortgage and other types of credit for a period of time. Please obtain guidance from your employer about a short sale’s impact on your security clearance and employment. The short sale transaction will be reported to the Credit Alert Verification Reporting System which may result in your inability to obtain Government financing or affect other Government benefits for a period of time. For more information contact Bank of America, N.A.

To enable us to determine your eligibility for the PFS Program, please return the information and documents requested on the enclosed checklist. Your eligibility for the PFS Program is based on the information you provide to us. Therefore, **all borrowers must provide all of the requested information and documents, even those who do not live at the property or do not contribute to the monthly payments.**

Please send the requested materials to Bank of America, N.A. as follows:

Send all Documents via Equator at <http://www.equator.com>

WHAT THIS MEANS

Although Bank of America, N.A. services your loan, a different investor may own your loan. If so, we may need to obtain the approval of the investor and HUD before approving your request for assistance. We cannot guarantee that your request for a short sale will be approved.

The process for reviewing a short sale will take at least 14 business days after we receive all necessary materials. Additional time may be needed if HUD must review your request or if we need additional information about the proposed sale, the property, or the parties involved.

While you are waiting for your eligibility determination, we recommend that you confer with a tax professional to understand any tax implications of the sale and the potential forgiveness of the remaining balance of your mortgage debt after the short sale.

We will continue to report your delinquencies to the credit reporting agencies until your loan is brought fully current. Also, if the loan is currently delinquent, we will continue with all applicable collection and foreclosure actions. **If your loan is in foreclosure, we will conduct a scheduled foreclosure sale, unless we have received all the requested information and we have appropriate grounds to suspend or cancel that sale.** Accordingly, please provide the requested information as quickly as possible.

WHAT YOU NEED TO DO

Please provide the requested information by Insert Date.

If you have any questions, please call the Home Retention Department at 1-800-669-0102, 8:00 a.m. to 10:00 p.m. Eastern. When calling us, please provide your loan number.

Sincerely,

Home Retention Department

Trabajemos juntos

Hay ayuda disponible para los propietarios de habla hispana que tienen dificultades para pagar. Haremos todo lo posible por encontrar una solución para ayudarlo. Si usted tiene alguna pregunta y prefiere recibir asistencia en español, por favor llame al 1-866-880-1232.

Bank of America, N.A. is required by law to inform you that this communication is from a debt collector. However, the purpose of this communication is to let you know about your potential eligibility for this program to help you avoid foreclosure. If you are currently in a bankruptcy proceeding, or have previously obtained a discharge of this debt under applicable bankruptcy law, this is not an attempt to collect, a demand for payment, or an attempt to impose personal liability for that debt. You are not obligated to discuss your home loan with us or enter into a loan-assistance program. You should consult with your bankruptcy attorney or other advisor about your legal rights and options.

Account No.: Auto Fill Account #
Borrower Name: Auto Fill Name

FHA SHORT SALE REQUIRED DOCUMENTS

You must submit the following information and documents for us to start a FHA PFS (short sale) review. Your package cannot be reviewed until we receive all of the following items. Each item must be fully completed and signed (when necessary), with your loan number printed clearly on each page. Every person responsible on the loan must provide the following information/documents.

Documents/Information	
	The completed, signed, and dated original copy of the FHA Request for Disposition and Affidavit.
	If you would like Bank of America, N.A. to discuss your request for a short sale of the property with a third party acting on your behalf, please sign and return the original Authorization to Release Information Form (enclosed).
	Documents that prove the cause of financial hardship (Examples: divorce decree, military transfer papers, termination papers from former employer, copies of medical bills, etc.). PLEASE SEND COPIES.
Financial Documents	
	IRS Form 4506-T Request for Tax Transcript, completed, signed, and dated <i>Required on all borrowers. This form gives us permission to verify the income reported to the IRS, and is requested for the previous 2 years.</i>
	Assets/Bank Statements. Most recent month's statements. All pages for all accounts and all pages (including blank pages). Online Bank Statements and Daily Transactional History are acceptable only if they contain the following: <ul style="list-style-type: none">• Homeowner and bank name• If homeowner name not printed but can be identified from direct deposits, statement is acceptable• If bank name not printed, stamp or equivalent from bank is acceptable• Bank Account Number (only last four digits showing is acceptable)• Complete monthly history, including beginning and ending balances• All deposit and withdrawal information <p>Bank (or asset) statements from personal and/or business checking, savings, brokerage, retirement, and money market accounts are requested in order to verify:</p> <ul style="list-style-type: none"><input type="checkbox"/> Assets<input type="checkbox"/> Income<input type="checkbox"/> The source of large deposits (excluding paychecks)- Pay stubs covering the last 30 days with year-to-date information included (for all jobs for each borrower). To verify monthly income, borrowers are asked to provide the most recent monthly pay stubs.
Self-Employed:	
	IRS Form 4506-T. Request for Tax Transcript, completed, signed and dated <i>A signed and completed IRS Form 4506-T (Request for Tax Transcript) is required on all borrowers and must be submitted before a loan application can proceed further. This form gives permission to verify the income reported to the IRS, and is requested for the previous 2 years.</i>

	<p>Profit-and-Loss (P&L) statement—The most recent 12 months <i>Financial statements are usually requested to verify income if a borrower is self-employed. In addition to providing tax returns, self-employed borrowers will need to provide a list of business debts for which they are personally liable, as well as current financial statements for their business, including:</i></p> <p><input type="checkbox"/> Year-to-date P&L statement. <input type="checkbox"/> Balance sheet.</p>
<p>If you are approved to participate in the FHA's PFS Program, the following documents will be required after your eligibility has been determined. You do not need to send these documents now.</p>	
	<p>Listing Agreement. Current agreement signed by the seller(s) and their agent/broker. <i>Please ensure that the listing agreement includes the following exact language:</i></p> <p><i>“Seller may cancel this agreement before the ending date of the listing period without advance notice to the broker, and without payment of a commission or any other consideration, if the property is conveyed to the mortgage insurer or the mortgage holder. The sale completion is subject to approval by the mortgagee.”</i></p> <p><i>Please note that the maximum commission paid on a short sale is 6%, but may be less in the state of Washington.</i></p>
	<p>Multiple Listing Service (MLS) listing or equivalent document that the property is listed within 7 days after approval into the PFS Program.</p> <p><i>Note: You must update this information every 30 days to prove the continued marketing of the property.</i></p>
	<p>Purchase Contract signed by the buyer(s) and seller(s). <i>The Purchase Contract must include the following exact language:</i></p> <p><i>“Sale is contingent upon the seller obtaining the prior written approval of Bank of America, N.A.”</i></p> <p><i>The FHA allows a seller concession only on FHA financing, and subject to a maximum of 1% of the buyer's new FHA loan amount.</i></p> <p><i>You may only submit one purchase offer at a time to Bank of America, N.A. for review, even if you receive multiple offers.</i></p>
	<p>Settlement Statement or HUD-1. The figures in these statements must be accurate because Bank of America's approval will be based, in part, on the figures submitted with the package. Buyer and Seller portions must be completed in full, even if only good faith estimates (GFE) are available.</p>
	<p>Approval or Release. All other lien holders must indicate in writing their willingness to release their liens before Bank of America issues an approval letter for the short sale. In most cases, no proceeds will be given to any other lien holders to release their liens.</p>

Please include your loan number on each page of every item you send to Bank of America, N.A.

See the next page for important information you should know about a short sale.

Account No.: Auto Fill Account #
Borrower Name: Auto Fill Name

IMPORTANT HIGHLIGHTS OF THE FHA SHORT SALE PROGRAM

- Any documents submitted to Bank of will not be returned to you.
- You must actively market the property for 120 days and maintain it in an acceptable and marketable condition.
- A monetary contribution from you may be required if there are other liens attached to the property.
- During our review of your request for a short sale of the property, you are not released from any obligations under the loan document and security instrument, including the obligation of making the mortgage payments.
- If the loan is past due, Bank of America will continue to report all delinquencies to all respective credit reporting agencies until the loan is brought fully current. In addition, while reviewing your request for a short sale, Bank of America, N.A. may begin or continue foreclosure proceedings concerning the property, and may take such other action as is permitted by law, unless Bank of America agrees in writing to suspend or cancel such action, or unless the loan is paid off or brought current.
- In order to complete a short sale with Bank of America, you must use a licensed real estate agent during the process. You will not have to pay the cost of the real estate agent, as he or she will be paid from the sale of the house. To help you complete a short sale, we will work with the licensed real estate agent of your choice to determine the recommended listing price for the property. If you need assistance locating a professional real estate agent in your area, please visit agentlocator.bankofamerica.com.
- **Upon closing a short sale transaction, your account will be reported to the credit reporting agencies as “paid for less than the full balance.”** To learn more about the potential impact of a short sale on your credit, visit <http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre24.shtm>.
- The owner of your mortgage note, the mortgage insurer (if your loan is covered by mortgage insurance), and Bank of America waive their right to pursue collection of any deficiency following the completion of your short sale and your debt is considered settled. This short sale transaction will create a deficiency because your total outstanding debt will not be paid in full from the proceeds of the sale. The deficiency will equal the remaining balance due under the mortgage note and mortgage or deed of trust, after subtracting (1) the amount of cash proceeds we receive from the closing of the short sale and (2) any cash contribution that you are required to make at or before the closing.
- When an outstanding mortgage balance remains after the sale is forgiven, you are no longer responsible for repayment of that amount, and it will not be sold or transferred later to a third-party debt collector or debt buyer for collection.
- The amount of the deficiency that is forgiven **[If Applicable: and any relocation assistance received]** will be reported to the Internal Revenue Service (IRS) on the appropriate 1099 Form or Forms and could be taxable as income to you. Currently, federal law provides for certain exceptions to tax liability when debt is forgiven in connection with a foreclosure prevention transaction. In order to know whether you qualify for one of these exceptions and what other tax impacts this transaction may have for you, we recommend that you contact a tax professional. Additional information can also be found at www.irs.gov
- During the short sale process, servicing for this loan may be transferred to a different loan servicer. Servicing refers to collecting your principal, interest, and escrow payments, if any, as well as sending any monthly or annual statements, tracking account balances, and handling other aspects of your loan. We may assign, sell, or transfer the servicing of your loan while the loan is outstanding. You will be given advance notice before a transfer occurs. Depending on the status of the short sale when the servicing of a loan is transferred, the new servicer may not be required to accept the terms and conditions of a short sale.
- **If your request fails to meet the FHA Short Sale Program requirements, you will be responsible for all processing and property valuation fees, if any.**

- Bank of America requires this short sale transaction transferring ownership to the buyer named herein to be immediately recorded in public record within the applicable county where the property is located on the date which the transaction is consummated
- If the terms and conditions of the short sale approval are not met, we will decline the approval of this offer and continue the foreclosure process as permitted by the mortgage documents.
- Bank of America reserves the right to revoke and/or modify the terms and conditions of this short sale approval if (1) any information provided and used as the basis for our approval changes or (2) we discover any evidence of fraud or misrepresentation by any parties involved in the transaction.

SAMPLE

Account No.: «ACCT»
Borrower Name: «NAME1» «NAME2»
FHA Case #: Insert FHA#
Property Address: «ADDRS»
«CTYST» «ZIP»

AUTHORIZATION AND ACKNOWLEDGMENT

I have described my financial condition in the enclosed Financial Statement and certify that all information presented therein as well as in all attachments is true, accurate, and correct to the best of my knowledge. I understand that submission of this information does not obligate Bank of America, N.A., the investor or the mortgage insurers to provide assistance to me.

By sending this Financial Statement to Bank of America, I hereby authorize Bank of America, the investor and the mortgage insurers to:

- Order a credit report from any credit agency.
- Order a title search from any title agency.
- Verify the accuracy of my financial and other information, including without limitation, any current or previous employment information.

I will notify Bank of America immediately of any material change in the financial information that I have provided. If I fail to do so, or if it is determined that I misrepresented the financial information that I provided, and Bank of America, the investor or the mortgage insurers make a decision that would not have been made if the true facts been known, then (1) I am liable for all costs incurred or damages suffered by Bank of America, the investors and the mortgage insurers, and (2) Bank of America shall have the right, in its sole discretion, to terminate any arrangement or agreement that has been extended to me based, in whole or in part, on the inaccurate or incomplete information that I provided.

Submitted this _____ day of _____, of 20__.

Borrower:

Co-Borrower:

Signature

Signature

Name (please print)

Name (please print)

BORROWER(S) ACKNOWLEDGMENT

Loan Number: Auto-Fill Loan #

Property Address: Auto-Fill Property Address

Borrower: Auto-Fill Borrower Name

Co-Borrower: Auto-Fill Co-Borrower Name if applicable

The undersigned Borrower and Co-Borrower (if any) (individually and collectively, the "Borrower," "Me" or "My"), authorize(s) Bank of America, N.A., its affiliates, agents and employees (collectively, "BANA") to discuss with the third party(ies) described on the next page (the "Designated Representative(s)") on My behalf the sale of the property at the above-listed Property Address (the "Property"), which is secured by a loan owned or serviced by BANA ("Mortgage"),

for an amount less than the outstanding principal balance of the Mortgage (such transaction, a "Short Sale"):

Designated Representative:

Designated Representative:

Designated Representative:

Designated Representative:

My Designated Representative and BANA are hereby authorized to share with each other any and all information reasonably requested or otherwise required to be exchanged in connection with the consummation of the Short Sale, including without limitation names, addresses, telephone numbers, Social Security numbers, income, credit scores, status of any current or previous workout review, account, balances, program eligibility, payment activity and any other confidential (including nonpublic personal information) information related to Me, the Mortgage or the Property.

I further agree and acknowledge as follows:

- I have selected the Designated Representative.
- I acknowledge that BANA is not responsible for any act or omission of the Designated Representative, including anything the Designated Representative may do with information it is provided hereunder, or for any failure of the Designated Representative to competently perform its services.
- I agree that the Designated Representative can authorize a delegate to provide administrative support ("Designated Support Staff") to facilitate procedural, or other clerical and administrative functions that are non-licensable activities on behalf of the Designated Representative. The Designated Support Staff is identified on the Designated Representative Acknowledgment.

This Third-Party Authorization will be effective until the completion of the Short Sale(s) unless terminated by me (us) in writing.

I UNDERSTAND AND AGREE WITH THE TERMS OF THIS THIRD-PARTY AUTHORIZATION.

Borrower's Signature

Date

Co-Borrower's Signature

Date

DESIGNATED REPRESENTATIVE ACKNOWLEDGMENT

Each undersigned Designated Representative represents and agrees that, he/she (i) is a licensed real estate agent, real estate broker or attorney ("Licensee") in good standing in the state in which the Property is located, and that Licensee has all licenses, permits or authorizations required by state or federal law to perform the duties undertaken by it in connection with the Short Sale, (ii) shall not knowingly misrepresent or omit to state, any material fact in order to induce the Borrower(s), BANA, the lender, the investor or the insurer to agree to the terms of a Short Sale that the Borrower(s), BANA, the lender, the investor or the insurer would not have agreed to had all material facts been known, and (iii) is in compliance with all applicable state and federal laws, rules and regulations governing the services provided, including without limitation those related to providing required disclosures to the Borrower(s), and shall be responsible and liable for all of the acts and omissions of its Designated Support Staff authorized to work on his/her behalf.

Each Designated Representative and his or her Designated Support Staff involved in a Short Sale regarding:

Address City State Zip

Must complete, sign and date below.

Designated Representative: _____ Company Name: _____

State Licensing Entity: _____ State Licensing Registration Number: _____

Type of License: _____ Phone: _____ Email: _____

Designated Representative Signature Date

Designated Representative: _____ Company Name: _____

State Licensing Entity: _____ State Licensing Registration Number: _____

Type of License: _____ Phone: _____ Email: _____

Designated Representative Signature Date

Designated Representative: _____ Company Name: _____

State Licensing Entity: _____ State Licensing Registration Number: _____

Type of License: _____ Phone: _____ Email: _____

Designated Representative Signature Date

The following Support Staff do(es) not hold a Real Estate Agent/Broker's License nor an Attorney's License but is assisting the above identified licensee(s) with administrative functions:

Designated Support Staff: _____ Company Name: _____

Assistant For: _____
Designated Representative Signature

Designated Support Staff: _____ Company Name: _____

Assistant For: _____
Designated Representative Signature

Account No.: Auto Fill Account #
Borrower Name: Auto Fill Name

FHA Request for Disposition and Affidavit

Loan No.:

«ACCT»

FHA Case #:

INSERTFHA#

Borrower		Co-Borrower
Name		Name
Social Security Number		Social Security Number
Date of Birth		Date of Birth
Home Phone Number with area code		Home Phone Number with area code
Cell/Work Phone Number with area code		Cell/Work Phone Number with area code
Email Address		Email Address
Mailing Address		Mailing Address
Property Listing Information		
Is the property listed for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you received an offer on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date of Offer		
Offer Amount:		
Agent's Name:		
Agent's Phone #:		
May we contact your agent? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Liens and/or Mortgages on This Property?		
Lien Holder Name	Loan Number	Contact Number
Lien Holder Name	Loan Number	Contact Number
Lien Holder Name	Loan Number	Contact Number

Borrower's Signature

Date

Co-Borrower's Signature

Date

FHA Short Sale Information Form

Borrower **HARDSHIP** INFORMATION

Reduced Income

Check only one that applies to your situation:

- ☐ Death of wage earner
- ☐ Illness/Disability of wage earner (receiving disability)
- ☐ Illness/Disability of wage earner (not receiving disability)
- ☐ Military Duty (reducing or interrupting income)
- ☐ Reduction of Pay (cut in hours, overtime, salary, commission, bonus, etc.)
- ☐ Unemployment with payments (layoff, termination, shutdown, etc.)
- ☐ Unemployment with no unemployment benefits

Increased Expenses

Check only one that applies to your situation:

- ☐ One time increase – situation that caused increase is no longer an issue
- ☐ Unexpected or unplanned expenses, lasting less than 12 months (e.g. car repair)
- ☐ Unexpected or unplanned expenses, lasting more than 12 months (e.g. ongoing health expense)
- ☐ Increase in housing expenses (e.g.: need for relocation or duplicate housing caused by divorce, job transfer, or other necessary relocation)
- ☐ An excessive amount of debt

Please provide any additional details you want us to consider. If you need more space, please sign and date each additional page.

Borrower's Signature

Date

Account No.: Auto Fill Account #
Borrower Name: Auto Fill Name

FHA Short Sale Information Form

Occupancy Certification	
Occupancy of the property (check one):	
<input type="checkbox"/> Owner Occupied	<input type="checkbox"/> Tenant Occupied
<input type="checkbox"/> Vacant	<input type="checkbox"/> Other
If you no longer occupy the property: Last date you lived in the property: _____	
Please provide your reason for leaving the property:	

Is the property being maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the utilities currently turned on? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is maintaining the property? _____	
Please provide a brief description of what is being done to maintain the property:	

If the property is occupied by a tenant, please provide the occupancy dates: <i>If more than one tenant has lived in the property, please list each one.</i>	
Date Tenant Moved In: _____	Date Tenant Moved Out: _____
Date Tenant Moved In: _____	Date Tenant Moved Out: _____
Date Tenant Moved In: _____	Date Tenant Moved Out: _____

Borrower's Signature

Date

Co-Borrower's Signature

Date

Account No.: Auto Fill Account #
Borrower Name: Auto Fill Name

FHA Short Sale Information Form

Income and Asset Information

BORROWER INCOME			BORROWER ASSET INFORMATION	
Employment Income	\$	\$	Checking Account	\$
Disability	\$	\$	Savings/Money Market Account	\$
Rental Income	\$	\$	Stocks/Bonds	\$
Unemployment	\$	\$	IRA	\$
Child Support/Alimony*	\$	\$	401K Account	\$
Social Security/Retirement	\$	\$	CDs	\$
Other	\$	\$	Other Liquid Assets	\$
TOTAL INCOME	\$	\$	TOTAL ASSETS	\$

NOTE: INCOME INFORMATION PROVIDED SHOULD BE BOTH GROSS AND NET INCOME.

GROSS: INCOME BEFORE TAXES ARE REMOVED

NET: INCOME AFTER TAXES ARE REMOVED

CO-BORROWER INCOME			CO-BORROWER ASSET INFORMATION	
Employment Income	\$	\$	Checking Account	\$
Disability	\$	\$	Savings/Money Market Account	\$
Rental Income	\$	\$	Stocks/Bonds	\$
Unemployment	\$	\$	IRA	\$
Child Support/Alimony*	\$	\$	401K Account	\$
Social Security Retirement	\$	\$	CDs	\$
Other	\$	\$	Other liquid assets	\$
TOTAL ASSETS	\$	\$	TOTAL ASSETS	\$

INCOME MUST BE DOCUMENTED

**You are not required to disclose Child Support, Alimony or Separation Maintenance Income unless you choose to have it considered by your servicer.*

Borrower's Signature

Date

Account No.: Auto Fill Account #
 Borrower Name: Auto Fill Name

FHA Short Sale Information Form--Continued

Monthly Expenses Worksheet

FAMILY EXPENSES		MONTHLY PAYMENT
Alimony/Child Support	\$	
Auto Maintenance/Gas	\$	
Child/Elder Care	\$	
Church/Club	\$	
Education	\$	
Food	\$	
Medical/Dental	\$	
Pets	\$	
Spending Money	\$	
Other (Please Specify)	\$	
HOME EXPENSES		MONTHLY PAYMENT
HOA Dues	\$	
Taxes and Insurance	\$	
Rent	\$	
Other (Please Specify)	\$	
INSURANCE		MONTHLY PAYMENT
Auto Insurance	\$	
Health Insurance (not deducted from salary)	\$	
Life Insurance	\$	
Other (Please Specify)	\$	
UTILITIES		MONTHLY PAYMENT
Cable TV	\$	
Electricity	\$	
Natural Gas	\$	
Phone/Internet	\$	
Sewer	\$	
Other (Please Specify)	\$	
WORK		MONTHLY PAYMENT
Dry Cleaning	\$	
Parking	\$	
Union Dues	\$	
Other (Please Specify)	\$	
ADDITIONAL MONTHLY EXPENSES		MONTHLY PAYMENT
Car Payment	\$	
Other line of credit (please specify)	\$	
Other line of credit (please specify)	\$	
Other line of credit (please specify)	\$	
Other (Please Specify)	\$	
Other (Please Specify)	\$	
TOTAL OF ALL MONTHLY EXPENSES	\$	

Borrower's Signature

Date

Co-Borrower's Signature

Date

Account No.: Auto Fill Account #
 Borrower Name: Auto Fill Name

FHA Short Sale Information Form--Continued

ACKNOWLEDGMENT AND AGREEMENT

1. I certify under penalty of perjury that all of the information in this document is complete, accurate, and true.
2. I understand that the Servicer will obtain a current credit report on all borrowers obligated on the Note.
3. I will timely provide all requested documents and information.
4. The Servicer will use the information in this document to evaluate my eligibility for a pre-foreclosure (short) sale or deed in lieu of foreclosure. The Servicer is not obligated to offer me assistance.

Borrower's Signature

Date

Co-Borrower's Signature

Date

Account No.: Auto Fill Account #
Borrower Name: Auto Fill Name

The Servicemembers Civil Relief Act (SCRA)

Important Notice for Military Servicemembers Considering a Short Sale or Deed in Lieu of Foreclosure

If you or your spouse is a member of the military, please carefully review this document and notify your bank representative immediately. You may qualify for benefits and protections afforded by law.

The Servicemembers Civil Relief Act, 50 U.S.C. App. §§501 et seq. (the "SCRA") provides military personnel and their dependants with a wide range of legal and financial protections. SCRA benefits and protections:

- Limit the maximum rate of interest that may be charged on debt incurred by an eligible servicemember before the servicemember began military service.
- May prevent the sale, foreclosure, or seizure of real estate, except when a valid court order exists that approves the sale, foreclosure, or seizure of the real estate.
- May stop a landlord or lender from evicting a servicemember from his/her residence.

Depending upon your military status and when your loan was originated, the SCRA may prevent the lender from foreclosing on your property. However, we understand that despite this protection, Servicemembers may still want to be relieved of the debt obligation associated with a home loan.

If you would like to discuss foreclosure alternatives such as a short sale or a deed in lieu of foreclosure, please contact us. Any negotiation for a short sale or a deed in lieu of foreclosure is not a threat of current or future litigation or an action to foreclose on the property, and should not be considered as such.

Our Military Assistance Team is Here to Help

For further assistance and to obtain information about the many benefits and protections available to military servicemembers, please contact [INSERT SERVICER]'s Military Assistance Team at:

**1 (877) 430-5434 (In the United States)
1 (817) 685-6491 (Outside the United States)**

**Bank of America – Military Assistance Unit
1515 W. 14th Street
Mail Code: AZ1.807.01.19
Tempe, AZ 85281**

For Additional Information

There are a number of other resources you can use to gain a better understanding of your SCRA rights and protections. Use these helpful sources to get started.

- **CONSULT AN ATTORNEY.** To fully understand your rights under the law, and before waiving your rights or voluntarily surrendering property, please consult an attorney.
- **JAG / LEGAL ASSISTANCE:** 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:** "Military OneSource" is the U. S. Department of Defense's information resource. Go to www.militaryonesource.com/scra 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.