

Depending upon your current financial situation, it may be possible for Aurora Loan Services LLC (Aurora Loan Services) to offer you a loan modification. A loan modification will change one or more of the terms of your mortgage. Modifying your mortgage terms (such as your interest rate or term) may assist you to avoid foreclosure and may provide you with a more affordable monthly mortgage payment.

Documentation to be Submitted to Aurora Loan Services for Loan Modification Consideration:

If you would like to be considered for a loan modification transaction, you will need to submit the following information and/or documentation 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:

- Hardship Affidavit completed and signed by all borrowers (no notary required)
- Borrower Financial Information form completed and signed by all borrowers
- A signed and dated copy of the IRS Form 4506-T (Request for Transcript of Tax Return) for each borrower (borrowers who filed their tax returns jointly may send in one IRS Form 4506-T signed and dated by both of the joint filers). (Click on the following link to access IRS Form 4506-T: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>)
- For owner occupied properties, a utility bill from the most recent month to evidence the subject property is your primary residence
- Documentation to verify all of the income of each borrower (including any alimony or child support that you choose to rely upon to qualify). This documentation should include:
 - Copies of the two (2) most recent bank statements for your checking, savings, mutual funds, 401K account and other investment information.
 - For each borrower who is a salaried employee:
 - Copy of the most recently filed federal tax return with all schedules and
 - Copy of the two most recent pay stubs.
 - For each borrower who is self-employed:
 - Copies of the two most recently filed federal tax returns with all schedules and
 - Copy of the most recent quarterly or year-to-date profit/loss statement.
 - For each borrower who has applied for or receives income such as Social Security, disability or death benefits, pension, public assistance, or unemployment:
 - Copy of the most recently filed federal tax return with all schedules and W-2 or copies of the two most recent bank statements.
 - Copy of benefits statement or letter from the provider that states the amount, frequency and duration of the benefit. .
 - Public assistance or unemployment benefits must continue for at least 9 months to be considered qualifying income under this loan workout option.
 - Income sources such as Social Security, disability or death benefits and pensions must continue for at least 3 years to be considered qualifying income under this loan workout option.
 - For each borrower who is relying on alimony or child support as qualifying income:
 - Copy of divorce decree, separation agreement or other written agreement or decree that states the amount of the alimony or child support and period of time over which it will be received.

- Proof of full, regular and timely payments; for example deposit slips, bank statements, court verification or filed federal tax return with all schedules.
- For each borrower who has rental income:
 - Copies of the most recent two years filed federal tax returns with all schedules, including Schedule E-Supplement Income and Loss. Rental income for qualifying purposes will be 75% of the gross rent.
- If you do not have an escrow account set up with us, please provide documentation to support tax and insurance costs

The following requirements must be met in order to qualify for a loan modification:

- Aurora Loan Services may require that you complete a repayment plan.
- Prior to modifying your loan. Aurora Loan Services will review the documentation that you provide to determine if a repayment plan is required.
- You must provide documentation to support your inability to reinstate the mortgage loan in one lump sum.
- With our approval it is possible to add another individual to your loan obligation.
- Under certain circumstances, you may be expected to pay a loan modification fee.
- You may be required to attend Housing Counseling provided by a HUD-approved Counselor.
- For loans that are secured by non-owner occupied properties and are not owned or insured by Freddie Mac (FHLMC) or Fannie Mae (FNMA) (click on the following link to determine if your loan is FHLMC or FNMA) <http://loanlookup.fanniemae.com/loanlookup/> or <http://www.freddie.mac.com/mymortgage>
 - The mortgage payment must be past due by at least three (3) payments
 - You must have made a minimum of 12 monthly mortgage payments toward payment of the subject loan

Please submit all requested information to Aurora Loan Services at the following address:

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

Upon receipt of all of the requested documentation, we will 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**

It is important to understand that contacting our office will not suspend your obligation to make your mortgage payments. Aurora Loan Services will continue with our collection activities, which may include referring your account for foreclosure, until such time as Aurora Loan Services has approved your request for a loan modification.

We look forward to working with you. If you have any questions, please call one of our Loan Counselors at 800-550-0508.

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.

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.



Equal Housing Lender

