

**INSTRUCTIONS TO COMPLETE
LETTER OF HARDSHIP
OR REASON FOR DEFAULT**

1. Please describe all the events that occurred which caused you to become delinquent on your mortgage loan.
2. If not delinquent, please describe all the reasons you feel a loan modification would be in your best interest.
3. Be specific and include comments on your efforts in attempting to work out your situation.

The first paragraph should state who you are and describe your situation in detail.

Some examples are:

John & Mary Doe

- a) Lost job – describe how
- b) Divorce – explain when (describe income now)
- c) Illness – explain when (how it effects income)
- d) Death – explain when (how it effects income)

IF HARDSHIP IS TEMPORARY, SAY SO!

The second paragraph should describe what assistance you would like to have.

Some examples are:

- a) Rate lowered
- b) Balance reduced
- c) Loan modification
- d) Rate changed from adjustable to fixed
- e) First and second mortgages combined
- f) Refinance
- g) Short sale
- h) Bankruptcy

IF YOU WANT TO KEEP YOUR HOME – OR IF YOU WANT TO DISPOSE OF IT -- SAY SO!

The third paragraph should identify how changes (if made to your loan) will resolve your problems.

Some examples are:

- a) Find better paying job (more income)
- b) Receive additional income (identify source)
- c) Illness over (income back to normal)
- d) Find second job (more income)

WHATEVER YOUR SITUATION, YOUR LETTER MUST BE REASONABLE AND EASY TO UNDERSTAND.

SIGN and DATE ORIGINAL LETTER

