

PENNSYLVANIA HOUSING FINANCE AGENCY

Loan Servicing Division

FINANCIAL STATEMENT

You are asked to supply this financial information so that we may evaluate your situation and determine what, if any, options you have to resolve the mortgage delinquency and avoid foreclosure. The information you provide may be used to collect the debt. Complete this form fully and accurately and return it with the following required documents for each borrower. *This financial statement must be complete and you must include the required documentation. If you return an incomplete package, we will not be able to process your request for assistance.*

*****THESE DOCUMENTS MUST BE INCLUDED TO PROCESS REQUEST*****

Additional information may be required in order to complete your specific request
Check documents included. Copies are OK.

	Two current pay stub(s) showing at least one month's income for all household income, or employment letter stating salary, or hourly pay with hours per week, if self employed include a signed letter with your monthly bring home income
	Last year's Federal Tax return all pages
	Proof of unemployment, SSI, Disability, public assistance or other benefits or income (Awards Letter or Bank Statement showing direct deposit)
	Year-to-Date Profit and Loss Statement and last year's Federal Tax return (if self employed)
	Current two monthly bank statement for all assets that you own and documentation to support all assets. All pages of bank statements
	Listing Agreement if your home is currently listed for sale (and Sales Contract if sold)
	Signed Hardship letter from each borrower explaining your financial situation

PLEASE CALL 1-800-822-7375 IF YOU NEED ASSISTANCE COMPLETING THIS FORM
FAX COMPLETED, SIGNED, AND DATED FORM AND ATTACHMENTS TO: (717) 780-3804 OR
MAIL TO: PHFA, 211 NORTH FRONT STREET ♦ POST OFFICE BOX 15057 ♦ HARRISBURG, PA 17105-5057

I	BORROWER INFORMATION	
	Borrower Name:	Age: Sex:
	PHFA mortgage loan #:	
	Property Address (include city, state & zip code):	
	Address (if different from property address):	
	Home Phone Number:	
	Work Phone Number	
	Current employer:	Position:
	Take-home income per pay period:	How often are you paid?
	Co-Borrower Name:	Age: Sex:
	Current employer:	Position:
	Take-home income per pay period:	How often are you paid?

II	HOUSEHOLD COMPOSITION & MONTHLY INCOME	
	List every person/child who lives at the property address and provide all requested information about each	
	Name:	Age: Sex:
	Current employer:	Relationship to borrower:
	Address of current employer:	
	Start date with current employer:	Position:
	Take-home income per pay period:	How often are you paid?

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Name:	Age:	Sex:
Current employer:	Relationship to borrower:	
Address of current employer:		
Start date with current employer:	Position:	
Take home income per pay period:	How often are you paid?	

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Current employer:	Relationship to borrower:	
Address of current employer:		
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Current employer:	Relationship to borrower:	
Address of current employer:		
Start date with current employer:	Position:	
Take home income per pay period:	How often are you paid?	

III	OTHER SOURCES OF INCOME-PROVIDE PROOF FOR EACH SOURCE	Circle One	Enter <i>monthly</i> amount of income
	Child support- provide proof	Yes / No	Monthly amount: \$
	Disability- provide proof	Yes / No	Monthly amount: \$
	Public assistance- provide proof	Yes / No	Monthly amount: \$
	Pension- provide proof	Yes / No	Monthly amount: \$
	Social security- provide proof	Yes / No	Monthly amount: \$
	Supplemental security income- provide proof	Yes / No	Monthly amount: \$
	Unemployment- provide proof	Yes / No	Monthly amount: \$
	Workman's comp. benefits- provide proof	Yes / No	Monthly amount: \$
	Food stamps- provide proof	Yes / No	Monthly amount: \$
	Source of Income	Circle One	Enter monthly amount of income
	Do you collect rent for any part of this house? Need signed letter from renter with amount they are paying each month or rental agreement	Yes / No	Monthly amount: \$
	Do you expect to receive future income?		
	• insurance claims	Yes / No	Monthly amount: \$
	• disability claims	Yes / No	Monthly amount: \$
	• lawsuits	Yes / No	Monthly amount: \$
	• alimony	Yes / No	Monthly amount: \$
	• child support	Yes / No	Monthly amount: \$
	• rent- need signed letter from renter with amount they are paying each month or rental agreement	Yes / No	Monthly amount: \$
	• other	Yes / No	Monthly amount: \$
	Have you filed for bankruptcy?	Yes / No	Date filed:

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OTHER SOURCES OF INCOME (Continued)

IV	ASSETS	
	Asset Account	Balance
	Checking account	\$
	Savings account	\$
	Cash or Money Orders	\$
	Savings bonds	\$
	Life insurance (cash value)	\$
	401(K) account	\$
	Real Estate you OWN OTHER THAN THIS PROPERTY:	
	Description of property	
	Purchase price	\$
	Monthly mortgage payment	\$
	Monthly rental income, if any-need signed letter from renter with amount they are paying each month or copy of rental agreement	\$

V	MONTHLY EXPENSES		
	Include loan payments or other expenses deducted from your pay check.		
	Expenses	Monthly Payment	Remarks (if any) Write down if you are on a budget repayment plan
	Automobile insurance	\$	
	Automobile maintenance • gasoline , oil change, repairs	\$	
	Public transportation	\$	
	Electricity	\$	
	Gas,	\$	
	Oil	\$	
	Water	\$	
	Sewer	\$	
	Trash removal	\$	
	Telephone	\$	
	Cellular telephone	\$	
	Internet Fees	\$	
	Cable television	\$	
	Medical/dental (expenses not paid by insurance)	\$	
	Personal insurance (premiums for life, medical, dental)	\$	
	Education, tuition, books	\$	
	Day care	\$	
	Alimony –not taken out of pay	\$	
	Child support-not taken out of pay	\$	
	Groceries	\$	
	Lunches	\$	

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	<p>Circumstances: Briefly explain in your own words why you got behind in your mortgage payments. (**Please include a detailed hardship letter explaining how you got behind on your mortgage payments. All borrowers must sign**)</p>			
	<p>Reasonable Prospects: Explain how you expect to make the full monthly mortgage payments in the future. Attach additional pages if necessary.</p>			
Are you interested in any the following options? Circle Yes or No for each.				
	Having your mortgage assumed- (your name removed and adding another person, account must be current for one full year)	Yes / No		
	Refinancing- Account needs to be current	Yes / No		
	Selling property or Pre-foreclosure Sale	Yes / No		
	Deed-in-lieu of foreclosure (If yes, complete section VII)(Upon DIL approval, the property has to be vacant in order to convey to PHFA or Investor)			Yes / No

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VII	INFORMATION REQUIRED FOR DEED-IN-LIEU OF FORECLOSURE (DIL) Only complete this section if you are interested in a DIL
	Explain in your own words why you believe a DIL is a beneficial alternative to foreclosure for disposing of your property. Attach additional pages if necessary.
	Describe in your own words the general physical condition in which the property will be deeded to the Department of Housing and Urban Development. Attach additional pages if necessary.
	List the keys, built-in fixtures and equipment that will remain in the property and be delivered by PHFA to the Department of Housing and Urban Development. Attach additional pages if necessary.

VIII	ADDITIONAL INFORMATION
	Credit Counseling: Please note; if you have an FHA insured mortgage and have not received consumer credit counseling you should contact a HUD approved credit counseling agency for assistance. To contact one of these agencies in your area dial 1-800-569-4287.
	Processing Time Frame: All packages are reviewed in the order in which they are received. The average review period for a new package is 30 days, but could take longer . Please be advised that once the complete financial package has been received that collection and foreclosure will not continue until after the package is reviewed.
	If your loan is in foreclosure, and/or has a foreclosure sale set: If foreclosure actions have begun, this package is not a promise to cancel or postpone the foreclosure sale. A complete financial package must be received at least 5 business days before your foreclosure sale to be considered for a workout.

IX	ACKNOWLEDGEMENT AND AUTHORIZATION
	I certify that the financial information stated above is true; and is an accurate account of my financial condition. I grant Pennsylvania Housing Finance Agency (PHFA) the authority to confirm the information I have disclosed in this financial statement and to verify that it is accurate. I acknowledge that PHFA is under no obligation to agree to an alternative to foreclosure, the decision will be based on my financial information, credit report, and payment history, and ability to meet Investor /Insurer Loss Mitigation requirements. I agree that discussions and negotiations of a possible <i>Workable Solution</i> do not constitute a waiver of or defense to PHFA's right to commence or continue any foreclosure or other collection action.

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Borrower Signature

Date

Borrower Signature

Date

*****BOTH BORROWERS MUST SIGN AND DATE THE FORM*****

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