

# Mortgage Assistance Application

**IMPORTANT – All sections/fields of the application must be complete. Use “0” or “N/A” if a category doesn’t apply to you.**

- ALL borrowers on the Note/Loan must provide application information and supporting documentation.
- If you are not on the Note/Loan and are completing this application, provide a detailed explanation and relevant documents. (For example: **Divorce Decree, Death Certificate and Probate documents, recorded Quitclaim Deed**)

For additional foreclosure prevention information and assistance, including a list of HUD-approved housing counselors, contact:

- The US Department of Housing and Urban Development at (800) 569-4287 or [www.hud.gov/counseling](http://www.hud.gov/counseling).
- Homeowners’ HOPE Hotline (888) 995-HOPE – Call this hotline and let a HUD-approved housing counselor help you understand your options, prepare your application, and help you work with PennyMac to complete your paperwork.

## Borrower Information

Borrower’s name: \_\_\_\_\_

Co-Borrower’s name: \_\_\_\_\_

Social Security Number (last 4 digits): \_\_\_\_\_

Social Security Number (last 4 digits): \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Alternate phone number: \_\_\_\_\_

Alternate phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

- Cell
- Home
- Work
- Cell
- Home
- Work

- Cell
- Home
- Work
- Cell
- Home
- Work

Preferred contact method:  Phone  Email  Text

\*By providing your cell phone number(s), you are giving PennyMac, and companies working on its behalf, permission to contact you at this number about any PennyMac account. Your consent permits the use of text messaging, artificial or prerecorded voice messages and automatic dialing technology. Message and data rates may apply. You may contact us at any time to change these preferences.

Is any borrower an active duty service member, the dependent of an active duty service member, or the surviving spouse or dependent of a service member, who was on active duty at the time of death?  Yes  No

Are you working with a 3<sup>rd</sup> party that’s authorized to speak on your behalf during the modification review process?  Yes  No

If yes, provide: Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## Property Information

Property Address: \_\_\_\_\_

Mailing address (if different from property address): \_\_\_\_\_

The property is currently:  A primary residence  A second home  An investment property

The property is (select all that apply):  Owner occupied  Renter occupied  Vacant

Number of people in household \_\_\_\_\_

Borrower’s preference:  Keep the property  Sell or transfer the property  Undecided

Is the property listed for sale?  Yes  No; if yes, provide the listing agent’s name and phone number—or indicate “for sale by owner” if applicable: \_\_\_\_\_

Is the property subject to condominium or homeowners association (HOA) fees?  Yes  No. If yes, **provide the most recent account statement** and indicate dues and frequency: \$ \_\_\_\_\_  Monthly  Quarterly  Annually

**NOTE:** If your homeowners insurance is not included in your mortgage payment, **include a copy of your insurance declaration page.**

## Hardship Information

Hardship is defined as a decrease in income or an increase in expenses that make it difficult for you to afford your mortgage payments. Answering the following questions will help us better assess your financial hardships and determine what relief options are right for you.

The hardship causing mortgage payment challenges began on approximately (date) \_\_\_\_\_ and is believed to be:  
 Short-term (up to 6 months)    Long-term or permanent (greater than 6 months)    Resolved as of (date) \_\_\_\_\_

TYPE OF HARDSHIP (CHECK ALL THAT APPLY)	REQUIRED HARDSHIP DOCUMENTATION
<input type="checkbox"/> Unemployment <input type="checkbox"/> I am available for work and actively seeking employment	<ul style="list-style-type: none"> <li>▪ <b>A copy of your benefits statement</b> or letter detailing the amount, frequency and duration of your unemployment benefits; or</li> <li>▪ <b>If actively seeking employment</b>, sign Acknowledgement and Agreement section below. No further documentation required.</li> </ul>
<input type="checkbox"/> Reduction in income: a hardship that has caused a decrease in your income due to circumstances outside your control (e.g., elimination of overtime, reduction in regular working hours, a reduction in base pay)	<p><b>Documentation to show decreased income.</b> For example:</p> <ul style="list-style-type: none"> <li>▪ Paystubs before and after hardship date reflecting decrease in income</li> <li>▪ Lay Off/Separation Notice from employer</li> <li>▪ Loss of child support or alimony benefits</li> </ul>
<input type="checkbox"/> Increase in expenses: a hardship that has caused an increase in your housing expenses due to circumstances outside your control (e.g., uninsured losses, increased property taxes, increased mortgage payment, HOA special assessment), <b>OR</b> increase of personal expenses	<p><b>Documentation to support the increased expense.</b> For example:</p> <ul style="list-style-type: none"> <li>▪ Uninsured home repairs</li> <li>▪ Car repairs</li> <li>▪ Medical bills/receipts (do not provide medical records or details of your illness/disability)</li> </ul>
<input type="checkbox"/> Long-term or permanent disability, serious illness of a borrower/co-borrower or dependent family member	<p><b>Do not provide medical records or details of your illness/disability</b></p> <ul style="list-style-type: none"> <li>▪ If you are experiencing a reduction in income due to disability or illness, <b>provide documentation to show the income change</b> (before and after the reduction)</li> <li>▪ If you are experiencing increased expenses due to disability or illness, <b>provide bills or other documentation that show expense amounts and duration</b></li> </ul>
<input type="checkbox"/> Disaster (natural or man-made) impacting the property, the customer’s place of employment, or the property/employment of any other applicable party.	<ul style="list-style-type: none"> <li>▪ <b>Insurance claim documentation</b>, OR</li> <li>▪ <b>FEMA grant or Small Business Administration loan</b> documents, OR</li> <li>▪ Customer or employer property in federally-declared disaster area</li> </ul>
<input type="checkbox"/> Divorce or legal separation; Separation of borrowers unrelated by marriage, civil union, or similar domestic partnership under applicable law <i>Note: all borrowers of record may still be required to sign any modification agreement</i>	<ul style="list-style-type: none"> <li>▪ <b>Final divorce decree or final separation agreement</b></li> <li>▪ <b>Recorded quitclaim deed</b></li> <li>▪ <b>Legally binding agreement evidencing that the non-occupying borrower or co-borrower has relinquished all rights to the property</b></li> </ul>
<input type="checkbox"/> Business failure	<ul style="list-style-type: none"> <li>▪ <b>Tax returns</b> from previous year (all schedules) or <b>IRS Form 4506-C(*)</b>,</li> <li>▪ <b>Most recent signed and dated quarterly or year-to-date profit and loss statement</b></li> </ul> <p>* IRS Form 4506-C can be obtained from our web-site (pennymac.com) or the IRS website (www.irs.gov/pub/irs-pdf/f4506c.pdf)</p>
<input type="checkbox"/> Death of borrower or death of either the primary or secondary wage earner	<ul style="list-style-type: none"> <li>▪ <b>Death certificate or other evidence of death</b></li> </ul>
<input type="checkbox"/> Distant employment transfer / relocation	<ul style="list-style-type: none"> <li>▪ <b>Proof of transfer OR Military Permanent Change of Station (PCS)</b></li> </ul>
<input type="checkbox"/> Other - hardship that is not covered above: (Attach an additional page if needed) _____ _____	<ul style="list-style-type: none"> <li>▪ <b>Any relevant documentation to support your hardship not covered above.</b></li> <li>▪ Hardship is defined as a decrease in income or an increase in expenses.</li> </ul>

**Household Income**

MONTHLY TOTAL HOUSEHOLD INCOME TYPE & AMOUNT			REQUIRED INCOME DOCUMENTATION
<b>Are you receiving any form of income?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (see "required income documentation")	<b>Borrower</b>	<b>Co-Borrower or Income Contributor</b>	<b>If yes, complete this section and include required documentation.</b>  <b>If no, provide an explanation.</b>
<b>Gross (pre-tax) wages, salaries and overtime pay, commissions, tips, and bonuses</b>  <i>If you're a teacher, indicate the number of months you are paid: _____</i>	\$	\$	<ul style="list-style-type: none"> <li>▪ <b>Include paystubs</b> reflecting the most recent 30 days, or four weeks, of earnings for all employers and</li> <li>▪ <b>Documentation reflecting year-to-date earnings</b>, if not reported on the paystubs (signed letter or print out from employer)</li> <li>▪ <b>USDA loans (Rural Housing) also require your most recent W2 or form IRS Form 4506-C (* see below)</b></li> </ul>
<b>Self-employment income</b> <i>* 4506-C can be obtained from our web-site (pennymac.com) or IRS website (www.irs.gov/pub/irs-pdf/f4506c.pdf)</i>	\$	\$	<ul style="list-style-type: none"> <li>▪ Most recent signed and dated quarterly OR year-to-date <b>Profit and Loss Statement AND</b></li> <li>▪ Most recent complete <b>business tax return OR</b></li> <li>▪ Most recent complete and signed <b>individual federal income tax return OR IRS Form 4506-C (*)</b></li> <li>▪ VA loans require 2 years of above documentation</li> </ul>
<b>Unemployment income</b>	\$	\$	<ul style="list-style-type: none"> <li>▪ <b>Benefits statement or letter</b> detailing the amount, frequency and duration of unemployment benefits</li> </ul>
<b>Social Security, pension, disability, death benefits, adoption assistance, housing allowance, other public assistance</b>	\$	\$	<ul style="list-style-type: none"> <li>▪ <b>Award letters, Benefit Statement or other documentation</b> showing the amount and frequency of the benefits <b>OR</b></li> <li>▪ <b>Two most recent bank statements</b> showing direct deposit amounts (or 2 recent cancelled checks)</li> </ul>
<b>Rental income</b> (Rents received, less expenses other than mortgage)  <i>If taxes, insurance and HOA are not included in your mortgage, provide copies of most recent bill(s)</i>	\$	\$	<ul style="list-style-type: none"> <li>▪ <b>Lease Agreement AND Mortgage Statement</b></li> <li>▪ <b>Two most recent bank statements</b> demonstrating receipt of rent <b>OR</b></li> <li>▪ <b>Two most recent cancelled rent checks</b></li> <li>▪ Is rental income likely to continue for 12 months minimum? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<b>Investment or insurance income</b>	\$	\$	<ul style="list-style-type: none"> <li>▪ <b>Two most recent investment statements OR</b></li> <li>▪ <b>Two most recent bank statements</b> supporting receipt of the income</li> </ul>
<b>Other income</b> (You are not required to disclose Child Support, Alimony or Separation Maintenance income, unless you choose to have it considered as income for your loan assistance request)	\$	\$	<ul style="list-style-type: none"> <li>▪ <b>Two most recent bank statements</b> showing receipt of income <b>OR</b></li> <li>▪ <b>Other documentation showing the amount and frequency of the income</b></li> </ul>

**Household Assets** – excluding retirement funds such as a 401(k) or Individual Retirement Account (IRA), and college savings accounts, such as a 529 plan.

Checking account(s) and cash on hand Savings, money market funds, and Certificates of Deposit (CDs)	\$
Stocks and bonds (non-retirement accounts), Other (e.g. other real estate you own):	\$

## Recent Employment Information

Provide prior 12 months of employment (VA loans require 24 months). Attach an additional page if needed.

BORROWER		CO-BORROWER	
Are you currently employed? (Y/N)	Are you self-employed? (Y/N)	Are you currently employed? (Y/N)	Are you self-employed? (Y/N)
Current/Most recent employer name:		Current/Most recent employer name:	
Business Address:		Business Address:	
Business Phone #:		Business Phone #:	
Monthly Income (before tax): \$		Monthly Income (before tax): \$	
Start Date (MM/DD/YY):	End Date (MM/DD/YY):	Start Date (MM/DD/YY):	End Date (MM/DD/YY):
Prior Employer Name :		Prior Employer Name:	
Business Address:		Business Address:	
Business Phone #:		Business Phone #:	
Monthly Income (before tax): \$		Monthly Income (before tax): \$	
Start Date (MM/DD/YY):	End Date (MM/DD/YY):	Start Date (MM/DD/YY):	End Date (MM/DD/YY):

## Expense Information

Provide monthly amounts below. (We may require supporting documentation.)

Expense Category	N/A	Monthly Payment	Expense Category (cont)	N/A	Monthly Payment
Child Care		\$	Sewer		\$
Personal Loans		\$	Auto Gas		\$
Groceries		\$	Auto Insurance		\$
Gas for home		\$	Uninsured Medical Expenses		\$
Water and Electric		\$	Life Insurance (not deducted from paycheck)		\$
Home Phone		\$	Health Insurance (not deducted from paycheck)		\$
Cell Phone		\$	Child Support		\$
Cable / Internet		\$	Alimony		\$
Trash		\$	Other (specific)		\$

**Acknowledgment and Agreement**

I certify, acknowledge, and agree to the following:

1. All of the information in this Mortgage Assistance Application is truthful, and the hardship I identified contributed to my need for mortgage relief. Knowingly submitting false information may violate Federal and other applicable law.
2. I may be required to provide additional supporting documentation. I will provide all requested documents no later than the due date specified in the document request.
3. PennyMac will use the information I am providing to determine if I'm eligible for mortgage assistance, but PennyMac isn't obligated to offer me assistance based solely on the statements in this or any other document I've sent as part of this request.
4. PennyMac or its authorized agents may obtain a current credit report for me.
5. I consent to the disclosure by PennyMac, and its authorized agents, of any of my personal information collected during the mortgage assistance process and information about any relief I receive, to any investor, insurer, guarantor, or servicer of my mortgage loan(s) or any companies that provide support services to them. Personal information may include, but is not limited to: (a) my name, address, telephone number; (b) my Social Security number; (c) my credit score; (d) my income; and (e) my payment history and information about my account balances and activity.
6. The property securing the mortgage for which I'm requesting assistance is able to be lived in and hasn't been or isn't at risk of being condemned.
7. If I, or someone on my behalf, instructed PennyMac to stop contacting me about my mortgage loan, I withdraw that instruction so that I may apply for mortgage assistance.
8. If I'm eligible for an assistance option that requires an escrow account to pay property taxes and/or hazard insurance and my loan didn't have one, PennyMac may establish one to make tax and/or insurance payments on my behalf.
9. I consent to being contacted concerning this application for mortgage assistance at any telephone number, including mobile telephone number, or email address I have provided to PennyMac or its authorized agents
10. I understand that if I have misrepresented any fact(s) in connection with this document, PennyMac may cancel any Agreement, proceed with foreclosure on my home, and/or pursue any other available legal remedies.

Borrower signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Borrower signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Non-Borrower (Income Contributor) Authorization Form (If indicated on Income page)**

The undersigned Non-Borrower authorizes **PennyMac Loan Services, LLC** to obtain, share, and release, as provided above, his/her public and non-public personal information including (but not limited to) the name, address, telephone number, social security number, credit score, credit report, income, government monitoring information, loss mitigation application status, account balances, program eligibility, and payment activity of the Non-Borrower.

I reside in the home at \_\_\_\_\_ and request my income be included in the review for a modification on the loan secured by the property address that is the subject of this application for mortgage assistance. I consent to allow PennyMac or its authorized agents to order a current credit report for me in connection with this application for mortgage assistance.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\$/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Name Relationship to Borrower Social Security Number Contribution Amount Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\$/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Name Relationship to Borrower Social Security Number Contribution Amount Signature Date

## Important Information

### Property Valuation

We may order an appraisal or other forms of valuations to determine the property's value in the course of reviewing your application. If we do order any valuations in connection with the application in determining whether your loan qualifies for a loan modification, a copy of the valuation(s) will be provided to you.

### Beware of Scams

Please beware of foreclosure rescue scams. Foreclosure rescue and mortgage modification scams are a growing problem that could cost you thousands of dollars – or even your home. Scammers make promises they cannot keep, such as guaranteeing to “save” your home or lower your mortgage, usually for a fee, and often pretending they have direct contact with PennyMac – which they do not.

- Beware of anyone who asks you to pay a fee in exchange for counseling services or the modification of a delinquent loan.
- Beware of people who pressure you to sign papers immediately or who try to convince you that they can “save” your home if you sign or transfer over the deed to your house.
- Do not sign over the deed to your property to any organization or individual unless you are working directly with PennyMac to forgive your debt.
- Never make a mortgage payment to anyone other than PennyMac without our approval.

If you think you have been scammed, please go to [www.preventloanscams.org](http://www.preventloanscams.org) or call **(888) 995-HOPE**.