

## **LOSS MITIGATION INTAKE FORM**

Thank you for retaining Linnell & Associates,

We are a law firm dedicated to assisting homeowners navigate a very difficult real estate market. Whether you are trying to keep your home, sell your underwater property or understand your rights, liabilities and potential opportunities within the foreclosure process, we can help.

Please read our intake package carefully and do not hesitate to ask any questions you may have. We appreciate the opportunity to assist you.

Sincerely,

Richard D. Linnell

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### **KEYS TO SUCCESS**

1. Complete the following forms in their entirety. If you are unsure of what is being asked of you and/or where to find the answer, please do not hesitate to contact your realtor or Linnell & Associates for assistance. All of the questions being asked of you below are important factors in how smoothly your short sale will go.
2. Any documents you receive from your Lender(s) need to be immediately forwarded to Linnell & Associates.
3. Inform Linnell & Associates immediately when any notice is received from Orleans Associates, Trott & Trott, Schneiderman & Sherman, P.C., or other lender representative. You can expect to receive these if you are greater than 90 days delinquent on your mortgage payments.
4. Do NOT contact the bank.
5. If the Bank calls you, please give them the name and telephone number of your assigned Linnell & Associates processor and ask them not to call you direct any longer.
6. Complete cooperation from the client(s)/borrower(s).
7. Documentation requested by Linnell & Associates is provided in a timely fashion.
8. Do NOT provide anything directly to your Lender(s); only communicate through Linnell & Associates.

## WHAT TO EXPECT

1. Linnell & Associates will process your intake package and assign it your intake processor. This processor will assist you in the handling of your loss mitigation package. It is critical that you provide timely information to your intake processor so as to insure that all of your rights are protected.

2. Please note that Linnell & Associates cannot do anything with your file until ALL requested documents are returned

3. The information provided will be added to our database and used for our internal purposed as necessary for the negotiation of your matter.

4. We will submit your duly signed and notarized Limited Power of Attorney (LPOA) to all of your Lenders. By authorizing your lender to speak with Linnell & Associates, you are giving us the opportunity to determine your loan product, loss mitigation guidelines and to negotiate a successful outcome.

5. Once your file is complete, it will be reviewed by an attorney before submission to your lender. If the attorney requires any changes, you will be advised and it is anticipated that you will follow up promptly.

6. Upon attorney approval, your package will be submitted to your lender for consideration and your file will be assigned to a negotiator and/or attorney for further handling. Your assigned negotiator and/or attorney will be your point(s) of contact through the completion of your matter.

# LINNELL & ASSOCIATES - INTAKE FORM

IF ANY QUESTION BELOW IS NOT APPLICABLE PLEASE WRITE "N/A," OTHERWISE ALL FIELDS *MUST* BE FILLED IN. To open an Linnell & Associates file the following information is **required**. Any missing or omitted information will result in Linnell & Associates returning the form to the client/realtor until such time as all information is provided. **PLEASE WRITE LEGIBLY.**

## Personal Information

**Client/Borrower Name:** (Please list your full legal name, NO NICKNAMES)

\_\_\_\_\_  
*Last* *First* *M.I.*

Mailing Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Alternate Phone or Fax: ( ) \_\_\_\_\_

What number do you prefer we contact you at (home, work, cell)? \_\_\_\_\_ Best time to reach you? \_\_\_\_\_ AM/PM

E-mail Address: \_\_\_\_\_

Social Security Number: - - \_\_\_\_\_ Birth Date: / / \_\_\_\_\_

Marital Status: \_\_\_\_\_ Relationship to co-borrower: \_\_\_\_\_  
*Single/Divorced/In process of Divorce/Separated* *Husband/Wife/Friend/Sibling, etc.*

Have you ever filed for bankruptcy?  YES /  NO If YES, when? / / \_\_\_\_\_

Date bankruptcy was discharged: / / \_\_\_\_\_

Client Referred to Linnell & Associates by: \_\_\_\_\_

**Co-borrower Name:** (Please list your full legal name, NO NICKNAMES)

\_\_\_\_\_  
*Last* *First* *M.I.*

Co-borrower **Mailing** Address (if different): \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Alternate Phone or Fax: ( ) \_\_\_\_\_

What number do you prefer we contact you at (home, work, cell)? \_\_\_\_\_ Best time to reach you? \_\_\_\_\_ AM/PM

E-mail Address: \_\_\_\_\_

Social Security Number: - - \_\_\_\_\_ Birth Date: / / \_\_\_\_\_

Marital Status: \_\_\_\_\_ Relationship to borrower: \_\_\_\_\_  
*Single/Divorced/In process of Divorce/Separated* *Husband/Wife/Friend/Sibling, etc.*

Have you ever filed for bankruptcy?  YES /  NO Discharge Date: / / \_\_\_\_\_

# Property Information

Property Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*  
\_\_\_\_\_  
*City* *State* *ZIP Code*

Subdivision Name (if applicable): \_\_\_\_\_

Please place a check mark next to the "type" of property:

- Primary Residence
- Secondary Residence
- Investment Property
- Vacation Property
- Other (explain below)

If "Other" property type please explain: \_\_\_\_\_

Is the property occupied?  YES /  NO      If "NO", date vacated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**A PROPERTY WHICH APPEARS TO BE VACANT OR ABANDONED CAN BE SEIZED BY THE BANK IF YOU ARE IN SERIOUS DEFAULT ON YOUR MORTGAGE LOAN PAYMENTS AND CAN SHORTEN THE REDEMPTION PERIOD TO 30 DAYS IN THE EVENT THE PROPERTY HAS ALREADY GONE TO SHERIFF'S SALE.**

Is this property 3 or more acres?  YES /  NO

Name(s) that appear on the Title (deed) **if different** than the name(s) that appear on the mortgage note: \_\_\_\_\_

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Is this dwelling considered a Condominium?  YES /  NO

If No, is there a Home Owners Association (HOA)?  YES /  NO

If "YES" to either question what is the name of the Association Management Company? \_\_\_\_\_

Home Owners Association Contact Information (telephone number, email, name of contact person) \_\_\_\_\_

Are you required to pay Association Dues?  YES /  NO

Interval at which you are required to pay dues:  Monthly  Yearly  Other: \_\_\_\_\_

Amount of Association Dues: \$ \_\_\_\_\_ How much are you in arrearage, if any? \$ \_\_\_\_\_

Is there a fee for a Home Owners Association Fee Letter?  YES /  NO      If so, amount: \$ \_\_\_\_\_

Are the Property Taxes current?  YES /  NO      If "NO", date last paid \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Who pays Property Taxes/Insurance?  YOU  LENDER \_\_\_\_\_

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**Property Information** (continued)

**LINNEL & ASSOCIATES CHARGES \$1,000.00 PER ADDITIONAL LIEN ABOVE AND BEYOND A PRIMARY AND SECONDARY MORTGAGE NOTE; HALF DUE UPFRONT AND HALF DUE UPON RECEIPT OF WRITTEN APPROVAL LETTER FROM THE LENDER(S).**

Are there any other liens or encumbrances on this property? (Judgment Liens, IRS Liens, Construction Liens, etc.)  YES /  NO

- Association Lien:** In favor of: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- Construction Lien:** In favor of: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- Judgment Lien:** In favor of: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- IRS Lien:** In favor of: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- Assessments:** Municipal: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Association: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- Other Lien:** In favor of: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Repairs or Maintenance Required to List/Sell Property**

List any repairs needed to have the home in average or better condition along with the estimated cost of the repair. For example: torn carpet, broken windows, damaged drywall, etc.

- 1. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 2. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 3. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 4. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 5. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 6. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 7. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 8. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 9. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 10. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 11. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_
- 12. \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

# Lender Information

## Primary/First Mortgage Information:

\_\_\_\_\_  
*Primary Mortgage Lending Institution* Loan/Acct No.: \_\_\_\_\_

Date of Last Payment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Principal Balance: \$ \_\_\_\_\_

Guarantor on the Mortgage:  Borrower  Co-borrower  Co-signer  Other: \_\_\_\_\_

What type of loan is this?  Conventional  
 FHA  
 VA  
 Other: \_\_\_\_\_

Do you have Private Mortgage Insurance (PMI) on this loan?  NO /  YES: \_\_\_\_\_

Length of the Loan?  15-yr  20-yr  30-yr  Other: \_\_\_\_\_

What are the terms of this Loan?  Fixed  
 ARM (circle one): **1 yr** **3 yr** **5 yr** **Other:** \_\_\_\_\_  
 Interest Only  
 Negative Amortization  
 Other: \_\_\_\_\_

Status of the loan:  Current  In Default  Behind If behind, how many months? \_\_\_\_\_

Have you spoken with this lender to discuss options or make payment arrangements?  YES /  NO If "YES," please summarize results of this conversation: \_\_\_\_\_

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Have you previously attempted any of the following with respect to this loan? (check all that apply)  Loan Modification  
 Short Sale  
 Deed in Lieu  
 None of the above - No

Have you received a Notice of Intent to Foreclose?  YES /  NO If so, when? \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Have you received a Notice of a scheduled Sherriff's Sale?  YES /  NO If so, when? \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Has a Sherriff's Sale occurred?  YES /  NO If so, when? \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

If you answered "YES" to either receiving a Notice of Sherriff's Sale or if the Sherriff's Sale has already occurred, what is the date your Right of Redemption expires? \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Name of the law firm representing your lender:  
(Trott & Trott, Orlans Associates, Schneiderman & Sherman, etc.) \_\_\_\_\_

***Please include all documents received from Lender's Attorney/Representative***

**Lender Information** (continued—remove sheet if not needed)

**Secondary/HELOC Mortgage Information:**

I ACKNOWLEDGE AND UNDERSTAND THAT IF I HAVE A SECOND MORTGAGE I SHOULD EXPECT THAT MY LENDER WILL REQUIRE ME TO PAY SOME PORTION OF THE DEFICIENCY. >

Initial here: \_\_\_\_\_

\_\_\_\_\_  
*Secondary Mortgage Lending Institution* Loan/Acct No.: \_\_\_\_\_

Date of Last Payment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Principal Balance: \$ \_\_\_\_\_

Guarantor on the Mortgage:  Borrower  Co-borrower  Co-signer  Other: \_\_\_\_\_

What type of loan is this?  Second Mortgage  
 Home Equity Line of Credit  
 Other: \_\_\_\_\_

Do you have Private Mortgage Insurance (PMI) on this loan?  NO /  YES: \_\_\_\_\_

Length of the Loan?  15-yr  20-yr  30-yr  Other: \_\_\_\_\_

What are the terms of this Loan?  Fixed  
 ARM (circle one): **1 yr** **3 yr** **5 yr** **Other:** \_\_\_\_\_  
 Interest Only  
 Negative Amortization  
 Other: \_\_\_\_\_

Status of the loan:  Current  In Default  Behind If behind, how many months? \_\_\_\_\_

Have you spoken with this lender to discuss options or make payment arrangements?  YES /  NO If "YES," please summarize results of this conversation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you previously attempted any of the following with respect to this loan? (check all that apply)  Loan Modification  
 Short Sale  
 Deed in Lieu  
 None of the above - No

Have you received a Notice of Intent to Foreclose?  YES /  NO If so, when? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you received a Notice of a scheduled Sherriff's Sale?  YES /  NO If so, when? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Has a Sherriff's Sale occurred?  YES /  NO If so, when? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you answered "YES" to either receiving a Notice of Sherriff's Sale or if the Sherriff's Sale has already occurred, what is the date your Right of Redemption expires? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of the law firm representing your lender: \_\_\_\_\_  
(Trott & Trott, Orlans Associates, Schneiderman & Sherman, etc.)





## Realtor Information (Continued)

How long has this property been listed? \_\_\_\_\_

Is there currently an offer on this property?  YES /  NO If YES, date of offer: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount of Offer? \$ \_\_\_\_\_

Has this property previously been submitted for short sale consideration?  YES /  NO

If YES, dates of prior submittal: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    \_\_\_\_ / \_\_\_\_ / \_\_\_\_    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please state the results of any prior submissions: \_\_\_\_\_

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## Realtor Requested Document Checklist

Listing Agreement and MLS must be provided with completed intake form.

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> <b>Current Listing Agreement</b>                                 | Date: ____ / ____ / ____ |
| <input type="checkbox"/> <b>MLS Listing</b>   | Date: ____ / ____ / ____ |
| <input type="checkbox"/> <b>Listing History</b>   | Date: ____ / ____ / ____ |
| <input type="checkbox"/> <b>Signed Purchase Agreement (when available)</b>                | Date: ____ / ____ / ____ |
| <input type="checkbox"/> <b>Buyer's Pre-approval Letter (EMD)</b>                         | Date: ____ / ____ / ____ |
| <input type="checkbox"/> <b>Comparative Market Analysis and/or Broker's Price Opinion</b> | Date: ____ / ____ / ____ |
| <input type="checkbox"/> <b>Entirely Completed Intake Form</b>                            | Date: ____ / ____ / ____ |

PLEASE NOTE: If you are going to order the preliminary HUD yourself, please include the attorney fees payable to: LINNELL & ASSOCIATES, PLLC. Please contact L & A to confirm the amount of attorney fees to be included on the HUD as well as the amount of "Payoff of second mortgage loan".

L & A will only submit one Purchase Agreement as part of the short sale package for the lender's consideration. The real estate professional may accept back up offers, but copies of any back up offer should be held by the real estate professional and only provided to L & A if the first purchase agreement is withdrawn or denied by the lender(s).

**NOTE:** Upon completion, please email this form and accompanying documents to [Info@LinnellFirm.com](mailto:Info@LinnellFirm.com) or fax to (248) 232-6179.

This page is to be given to the Seller to outline the documents which must be collected and returned to Linnell & Associates, PLLC. The documents listed below can be faxed (248-232-6179) or emailed ([Info@LinnellFirm.com](mailto:Info@LinnellFirm.com)) back to us upon completion.

The three key ingredients for a successful short sale are: 1) Client participation; 2) Client participation; and 3) Client participation! It is imperative to a successful short sale that all documents and information be shared with Linnell & Associates in a timely fashion. This includes any and all documents you may receive in the mail from your lenders and/or lender's attorneys (Trott & Trott, Orleans Associates, etc.).

Please note that the short sale process is usually lengthy. Therefore, the quicker you respond, the more expeditious the process.

It is also important to note that the following documents are required by most all lenders. However, the quantity of each may vary from lender-to-lender. Therefore, it is very possible that we may ask for additional or updated documents as the short sale process progresses.

## Loss Mitigation Information & Required Documents Checklist

- Signed and notarized *Limited Power of Attorney* (LPoA)
- MOST RECENT Mortgage/Loan statement for each lien secured by this property
- Last 2 years Federal tax returns (State returns are NOT needed) (Please sign page 2, even if return was e-filed)
- Last 2 years W-2 forms
- Signed 4506-T (Request for Transcript of Tax Return), included herewith
- Last 60 days of bank statements (checking & savings—all accounts)—ALL PAGES, none can be missing
- Last 60 days of Pay Stubs, Unemployment Claims or Social Security Benefits
- Signed** Hardship Letter (for tips on writing a hardship letter visit <http://www.writinghelp-central.com/write-hardship-letter.html>)
- Detailed Financial Statement (income vs. debt). **This will be sent to you as the form varies depending on the lender.** If you have more than one lien on the property multiple forms may need to be filled out.
- Judgment of Divorce* or *Complaint/Petition for Divorce*—necessary only if divorced since loan was established or in process thereof.
- Death Certificate—required only if one or both of the borrowers has passed away since the loan was established.
- Marriage License—needed only if last name has changed as the result of marriage since the loan was established.
- Quit Claim Deed (if applicable)

### TIPS:

1. It is recommended that you discontinue conversations with your lending institutions and refrain from sending anything to them directly without consulting Linnell & Associates first. It is best to give them your assigned processor's name and telephone number and ask that they stop calling you directly.
2. It is critical that you are responsive to any requests for updates or additional documents.
3. It is common for loans to be sold or transferred. Please let us know immediately if you receive a notice of such a sale or transfer.