

## Borrower Checklist (*Consumer Real Estate Secured*)

**GET STARTED – use this checklist to ensure you have completed all required forms and have the right information.**

<b>Step 1</b>	<input type="checkbox"/> <b>Review the information provided</b> to help you understand your options, responsibilities, and next steps:
	<ul style="list-style-type: none"> <li style="display: inline-block; width: 30%;"><input type="checkbox"/> Frequently Asked Questions</li> <li style="display: inline-block; width: 30%;"><input type="checkbox"/> Beware of Foreclosure scams</li> <li style="display: inline-block; width: 30%;"><input type="checkbox"/> Servicemembers Civil Relief Act Disclosure</li> </ul>
<b>Step 2</b>	<input type="checkbox"/> <b>Complete and sign the enclosed Home Equity Assistance Application.</b> Must be signed by all borrowers on the loan (notarization is not required) and must include:
	<ul style="list-style-type: none"> <li><input type="checkbox"/> All income, expenses, and assets for all borrowers</li> <li><input type="checkbox"/> An explanation of financial hardship that makes it difficult to pay the loan</li> <li><input type="checkbox"/> Your acknowledgment and agreement that all information that you provide is true and accurate</li> </ul>
<b>Step 3</b>	<input type="checkbox"/> <b>Provide required Hardship Documentation and Hardship Letter. This documentation will be used to verify your hardship.</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the instructions set forth on the Home Equity Assistance Application (attached)</li> <li><input type="checkbox"/> Please provide a written explanation describing the specific nature of your hardship.</li> </ul>
<b>Step 4</b>	<input type="checkbox"/> <b>Your final completed package should include the following documentation:</b>
	<p><b>All Borrowers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Home Equity Assistance Application (attached)</li> <li><input type="checkbox"/> Hardship Letter &amp; Documentation as outlined on the Home Equity Assistance Application (attached)</li> <li><input type="checkbox"/> Servicemembers Civil Relief Act Disclosure Questionnaire (attached)</li> <li><input type="checkbox"/> Income Documentation as outlined on the Home Equity Assistance Application (attached)</li> <li><input type="checkbox"/> Most recent Tax Year Personal and Business Tax Returns, including all schedules and K1 forms</li> <li><input type="checkbox"/> IRS Form 4506 (attached)</li> <li><input type="checkbox"/> Two most recent Bank Statements (including every page of each statement)</li> <li><input type="checkbox"/> Most recent statements for any retirement, investment accounts. Include all pages received in statement</li> <li><input type="checkbox"/> Completed Third Party Authorization Form, if applicable (attached)</li> <li><input type="checkbox"/> Most recent Mortgage statement(s) for all mortgages on collateral property (includes itemized escrowed amounts), if applicable</li> <li><input type="checkbox"/> Most recent Homeowners' Insurance Statement (includes premium), if applicable</li> <li><input type="checkbox"/> Most recent Real Estate Property Tax Statement (includes tax amount), if applicable</li> <li><input type="checkbox"/> Most recent Condominium Association and/or HOA Statement, if applicable</li> <li><input type="checkbox"/> Most recent Flood Insurance Premium Statement, if applicable</li> </ul> <p><b>If Short Sale, also include the following documentation:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Listing Agreement if your house is on the market</li> <li><input type="checkbox"/> Sale Contract if your package includes a Short Sale Offer. Your realtor will provide the executed Sales Contract</li> <li><input type="checkbox"/> Truist will also require a Closing Disclosure detailing the allocation of net sales proceeds. The closing attorney should provide a copy of the completed Closing Disclosure to Truist 3 business days prior to closing</li> </ul>
<b>Step 5</b>	<input type="checkbox"/> <b>Please email all documents to the following address: <a href="mailto:STB.homeequityhelp@truist.com">STB.homeequityhelp@truist.com</a>. Be sure to return only PDF files. We will not accept pictures of the documents.</b>

## INCOME DOCUMENTATION

### Salaried and Hourly Wage Earners Income Requirements

For each borrower who is a salaried employee or an hourly wage earner, borrower must include 2 consecutive pay stub(s) covering a 30 day pay cycle. The most recent pay stub must be dated within 30 days of the borrower's complete application for loss mitigation.

### Self Employment Income Requirements

For each borrower who receives self-employed income, we must obtain the last 2 years personal tax returns (signed and dated) along with all schedules.

### Additional Income Requirements

Social Security, disability or death benefits, pension, public assistance, or adoption assistance:

Documentation showing the amount and frequency of the benefits, such as letters, exhibits, disability policy or benefits statement from the provider, and

Rental income:

Copy of the most recent 2 years filed federal tax return (signed and dated) with all schedules, including Schedule E—Supplemental Income and Loss. Rental income for qualifying purposes will be reduced by the monthly debt service on the property, if applicable; or

If rental income is not reported on Schedule E – Supplemental Income and Loss, provide a copy of the current lease agreement with either bank statements or cancelled rent checks demonstrating receipt of rent.

Investment income:

Copies of the two most recent investment statements or bank statements supporting receipt of this income.

Alimony, child support, or separation maintenance payments as qualifying income:

Copy of divorce decree, separation agreement, or other written legal agreement filed with a court, or court decree that states the amount of the alimony, child support, or separation maintenance payments and the period of time over which the payments will be received, and

Copies of your two most recent bank statements or other third-party documents showing receipt of payment.

## BEWARE OF FORECLOSURE RESCUE SCAMS – TIPS & WARNING SIGNS

Scam artists are stealing millions of dollars from distressed borrowers by promising immediate relief from foreclosure, or demanding cash for counseling services when HUD-approved counseling agencies provide the same services for FREE. If you receive an offer, information or advice that sounds too good to be true, it probably is. Don't let them take advantage of you, your situation, your house or your money. **Remember, help is FREE.**

Call 1(888)995-HOPE (4673) and tell the counselor about your situation and that you believe you got scammed or know of a scam.

### **Questions? Contact us at 866-519-3479**

*Please mail all information to:*

*Truist Loss Mitigation Department*

*PO Box 85130*

*Mail Code: 306-40-06-45*

*Richmond, VA 23285*

*or email: [STB.homeequityhelp@truist.com](mailto:STB.homeequityhelp@truist.com)*