



Foreclosure Intake Checklist

1. Full address of property being foreclosed: _____

2. Description of property (circle one): House Mobile Home Vacant Lot

If property is a mobile home, is the mortgage on the mobile home and the lot? YES NO

3. Is your name on the deed? YES NO If no, then who is _____

4. Is anyone else on the deed with you? YES NO

If yes, state relationship & name _____

5. Do you live on the property? YES NO

If no, why not? _____

6. When did you buy the property? _____

7. How much did you pay for the property? \$_____ Current value (if known)? \$_____

8. Loan Information:

a) Name of Mortgage Company? _____

b) Monthly payment amount? \$_____ Loan balance (if known)? \$_____

c) Number of payments past due? _____ When last payment made? _____

d) Have your payments ever been refused? YES NO

e) Term of mortgage (in months) _____

f) Interest rate _____; Is the interest rate (circle one) fixed adjustable

g) Does the mortgage include escrow for taxes and insurance? YES NO

If no, then are you current on your taxes and homeowner's insurance? YES NO

h) Is this a re-finance? YES NO

If yes, when was the last refinance? _____

Has there been more than one refinance; and, if so, when? _____

If yes, did you get cash out at closing? YES NO How much? \$_____

If you got cash out at closing, what was it used for _____

i) Do you have a second mortgage? YES NO

If yes, are you current on that mortgage? YES NO

j) List all names on mortgages: _____

9. What is the name of the person/company threatening to sue you?

10. Have you been served with legal papers? YES NO

11. If yes, what date did you receive them? _____

12. If served, what date is the answer due? _____

13. Is this the first time you have been sued on this property? YES NO N/A

14. Why are your payments behind? _____

15. Is this the first time you have been behind on your payments? YES NO

16. Has your lender ever accepted late or partial payments? YES NO

17. Do you disagree with the amount claimed to be owed? YES NO

If yes, why? _____

If yes, do you have records of payments made? _____

18. Have you tried to resolve the situation with the mortgage company? YES NO

If yes, how? _____

19. Do you want to keep the property? YES NO

20. Can you now or will you soon be able to make regular payments? YES NO

If yes, what has or will change? _____

21. Is your mortgage insured by: HUD FHA VA NONE
(if yes, please circle)

22. Do you have a copy of all your mortgage documents? _____

23. List the approximate amount of your other debts \$ _____

24. Have you been sued by a creditor before? YES NO

If yes, what creditor? _____ When? _____ / _____
Month Year

25. Do you have any judgments against you? YES NO

If yes, please describe _____

26. Have you ever filed for bankruptcy? YES NO

If yes, when & what happened _____

PLEASE ESTIMATE YOUR MONTHLY EXPENSES (average to reach a monthly amount)

EXPENSES	AMOUNT
Rent or mortgage payments	
Lot rent if you own a mobile home but not the land	
Utilities (electricity, gas, water, sewer)	
Cable/Satellite/Internet	
Telephone, cell phone	
Home security, home maintenance	
Food	
Tobacco, alcohol	
Clothing, laundry, dry cleaning	
Haircuts/nail care/personal grooming	
Medical and dental expenses	
Transportation (gas, oil, repairs, tags, registration)	
Recreation, entertainment, subscriptions	
Charitable contributions	
Property taxes (if not included in mortgage payment)	
Homeowner's insurance (if not included in mortgage)	
Life insurance (not deducted from paycheck)	
Health insurance (not deducted from paycheck)	
Auto insurance	
Other insurance (specify):	
Income taxes (not deducted from paycheck)	
Car payments	
Other installment payments (specify):	
Child care, tuition, children's activities	
Alimony, maintenance and support	
Other expenses (specify)	
Total	

