

Dear Sir or Madam:

Congratulations! You have taken the first step toward financial relief and stability. Enclosed you will find the cost analysis report and all other necessary documents and information that we have prepared for you. This outlines all of your income(s), expenses and the proposal of a lower payment and possible principal balance reduction (if you are eligible).

Here's what you need to do now:

1. Review the report and confirm accuracy. (Note: All information is based off the intake form YOU completed) Unless there are typos, the report should be accurate based off of the numbers YOU provided. If there are 2 borrowers, there may be only 1 listed, this is ok as the lender will use the primary borrower to reference the file.
2. Sign the report on pages 1, 3, and 4. If there is more than 1 borrower, all borrowers need to sign.
3. Gather ALL the necessary documents on the checklist that we have provided to you along with the package we sent you. Please verify **EVERYTHING** on your checklist is in your file.
4. Contact the loss mitigation professional at your lender that we have provided you. Confirm you have contacted the correct person handling your file. Verify their fax number and advise them you are sending in your package for review. Write down any information that is given to you during this call including time and date. Ask the representative if they have specific turnaround times for follow up, otherwise, adhere to the timeline provided to you in this package.
5. **IMPORTANT:** Be prepared to go over your financials* at this time as the lender may request this information to prequalify you immediately for a modification. If this happens it is very important that you are giving them the information on the financial page that we have provided to you. *Financials (paystubs, bank statements, and other pertinent documents related to your finances and your home)
6. If they prequalify you for a modification and you are happy with the offer, accept it and have them send you the documents in the mail. Follow the lenders instructions to secure the modification. This includes faxing needed documents, making a payment if requested and ensuring all documents are signed and sent back to the lender in a timely manner. If you are NOT prequalified, send in your complete package by fax, fed ex or registered mail, however the lender instructs you to do. Be sure to keep all fax confirmations, cover sheets and tracking numbers so that you can track your package and confirm receipt by the lender. Note: Always make a copy of your file in case the lender loses your file (you would be surprised how often this happens)
7. Call the lender within 3 business days of submitting your package to confirm the lender has received everything needed. If they haven't received it, make a note of whom you spoke to and when they advised you to call back to follow up and get that confirmation.

Also provided with this letter is a brief summary of what to expect during the process as well as dos and don'ts for borrowers during the modification process

Sincerely,

What to Expect

1. The modification process will take on average 6-8 weeks from the submission to your lender to the modification offer. Please remember every lender and loan is different and it *could* take longer.
2. You will not need to provide any updated information unless your lender requests it. Also be aware that the lender will call you if there are additional documents needed. Do not avoid lender phone calls. If and when they call you, send in any requested documents ASAP. **Confirm you are speaking to the loss mitigation department. No other department should be asking you for any documentation.**
3. If you are currently in default or not able to afford your mortgage, collection and foreclosure activity WILL continue. Please know that even though they *should*, the left hand (collection department) doesn't know what the right hand (loss mitigation department) is doing. So you may continue to get phone calls and letters regarding your delinquent account. Do not ignore phone calls from your lender. If you do receive a call from someone in the collection department, let them know you are working with the loss mitigation department to cure your default and modify your mortgage. They can make a note in the system but these calls may continue.

Dos and Don'ts

DO- Keep any and all income and asset documentation readily available. Your lender may request updated financials and you need to be prepared to provide them as quickly as possible. Remember that any delay you cause could result in a denial or extended turnaround time.

DO – Keep a copy of your file, including the cost analysis report, in a convenient place. In the event the lender calls you to review the information, you should have all documents available to speak to them and answer any questions about your request for a modification.

DO – Understand this process WILL NOT and CANNOT stop foreclosure or collection activity. Unless you receive a **CERTIFIED NOTICE OF DEFAULT**¹ or **SALE DATE**² on your home you do not need to be worried about any other letters received from the lender, please keep all correspondence the lender sends you in your file folder. *Unfortunately the collection department and loss mitigation department do not communicate, so the collection department can tell you they don't see your modification request when in fact they don't have access to the loss mitigation department so any statement saying such is false. Let them know you're already working with the loss mitigation to cure your default. If the calls become persistent, annoying or threatening, please contact the 24 hour customer support center via email at: support@mbmarketingllc.org. They will advise you how to handle the calls and include a cease and desist letter you can send to your lender to stop those harassing calls.*

DO – Notify your lender IMMEDIATELY if you are issued a sale date. Most lenders automatically extend a sale date for any borrower that is in review for a workout program. The lender is obviously aware of the sale date. Calling them yourself will advertise to the lender that you are serious about saving your home because you are aware of everything going on with your home. The representative will make note of your call but you

¹ **Certified Letter of Default** – This will be a certified letter from your lender that you will have to sign for. In that letter it will state the lender has hired an attorney to represent them in collecting the money you owe them. It will also state that any time 30-45 days AFTER the date of that letter, foreclosure activity will be pursued. In other words, a sale date may be issued any time after 30-45 days after the date on that letter, not when you receive it. Be aware of this.

² **Sale Date** – This will also be a notice that is either delivered certified mail, or by the sheriff to notify you that the attorney and lender have set a sale date for your property. **MAKE A NOTE OF THIS SALE DATE.** It is VERY IMPORTANT you contact your lender when this is received. They will be able to inform you when they are able to request a postponement. This should be NO LATER than 3 business days prior to the date of the sale. Make a note to follow up with your lender to avoid losing your home.

need to contact them 3 business days prior to the sale date as the lender normally does not issue extensions until 24-48 hours prior to the sale.

DO – Keep a call log and notes of any phone calls with your lender. We have provided a homework sheet for you to make this an easy task. Be sure to get the persons name and department they're in prior to releasing information to them. If it's the loss mitigation department it's ok to communicate with them.

DO – Save any additional funds you can in the event the lender requires a contribution amount, down payment or "good faith" payment. Most lenders are requiring this so be aware. If you can't afford your current payment, saving your money shows you're willing to save your home but need a modification to give you stability.

DO– Continue to make your payments if you can afford them.

DO NOT – Send any additional documents unless requested by your lender.

DO NOT – Avoid lender phone calls. It could be the loss mitigation department contacting you on your file and suddenly avoiding their calls could cause them to accelerate your loan. Again, if it's the collections department, understand they don't know what the loss mitigation department is doing or that they're reviewing your file. If the calls are overwhelming, use the cease and desist letter you may obtain from support@mbmarketingllc.org.

DO – Continue to follow up with your lender using the homework timeline we provided and the lender's specific turnaround times provided to you. You need to be persistent to make your voice heard and to ensure a quick and successful modification.

DO - Contact our 24 hour customer support via email within the 1st 30 days should you have questions, concerns or need any clarification about the modification process.

Your Company Name

Borrower Information Statement

Borrower's email address: john@verizon.net

Part A- Borrower(s) Information

Borrower Name: John Smith		Social Security #: 123-56-5678	Co-Borrower Name: Jan Smith		Social Security #: 123-46-4564
Borrower Birth Date (optional):	E-Mail Address: john@verizon.net		Co-Borrower Birth Date (optional): 4/12/75	E-Mail Address: jan@verizon.net	
Borrower Phone #: () 555-123-4567 555-234-5678 555-468-7890			Co-Borrower Phone #: () 555-123-4567 555-464-8864 555-345-3423		
Borrower Home Address: 123 Anywhere Street			Co-Borrower Home Address: 123 Anywhere Street		
City: Baltimore	State: Md	ZIP: 21212	City: Baltimore	State: Md	ZIP: 21212

Part B- Borrower(s) Employment Information

Employer Name: Pizza Hut	Position Held: Server	Employer Name: McDonalds	Position Held: Manager
Employer Address: 123 2nd Street	Employer Phone#: 555-234-5678	Employer Address: 456 3rd Street	Employer Phone#: 555-456-8854
Employer City: Baltimore	State: Md	ZIP: 21212	Employer City: Baltimore
			State: Md
			ZIP: 21212
Employment Date:	Annual Gross Salary: 35000	Employment Date:	Annual Gross Salary: 50000

Part C- Dependents

Name	Relationship	D.O.B.	Daycare (Y/N)?
Cindy Smith	Daughter	4/6/97	y
Bobby Smith	Daughter	5/7/98	y

Part D- Rental/Leasing Information (if NOT owner occupied)

Address:		City:	State:	ZIP:
Monthly Rent:	Month Last Paid:	Date Lease Expires:		

Your Company Name

Monthly Expenses

Description of Expense	Monthly Payment	Balance Due	Months
1st Mortgage Payment	\$2522	\$300000	
Gas	\$125		
Electric	\$225		
Water	\$35		
Phone	\$100		
Cable	\$115		
Sewer	\$25		
Vlaa	\$150		
MC	\$175		
AA	\$250		
Car Pymnt	\$250		
Car Insurance	\$175		
Gasoline	\$300		
Groceries	\$650		
Daycare	\$800		
Cell phone	\$100		
Life Ins.	300		
Total Expenses	\$6297		

Discretionary Dollars \$53.00

Sign _____ Date _____

Sign _____ Date _____

Loan Modification Assistance Request

Lender #1: [REDACTED] Lender #2 N/A
Re: Requested Loan Modification
Borrower: [REDACTED]
Loan #: [REDACTED] Loan # N/A
Date: 11/19/2008 18:30

To Whom It May Concern:

Enclosed herewith please find our request for a loan modification with your Institution.

For your review you will find the following attached:

Exhibit A: Homeowner Summary Profile
Exhibit B: Financial Hardship Letter
Exhibit C: Borrower's Budget: Current and Modified
Exhibit D: Loan Modification Proposal
Exhibit E: Proposed Modification versus Lender Foreclosure
Exhibit F: Borrower Supporting Documentation
Exhibit G: Property Valuation (If requested by lender)

Your prompt attention to this matter is greatly appreciated.

Respectfully submitted,

Borrower Date:

Modification Specialist or Counsel Date:

Homeowner Summary Profile

Exhibit A:

BORROWER #1	BORROWER #2
Name: [REDACTED] Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED] Social Security: [REDACTED] Date of Birth: [REDACTED] Marital Status: [REDACTED] Employment: [REDACTED] Annual Income: [REDACTED]	Name: [REDACTED] Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED] Social Security: [REDACTED] Date of Birth: [REDACTED] Marital Status: [REDACTED] Employment: [REDACTED] Annual Income: [REDACTED]

HOME INFORMATION	Number of Dependents	2	ASSETS	Gross Value	Used for Collateral	Market Value
1st Mortgage: [REDACTED] 2nd Mortgage: [REDACTED] Home Equity Loan: [REDACTED] HELOC: [REDACTED] Auto Loans: [REDACTED] Credit Cards: [REDACTED]			Cash: [REDACTED] IRAs: [REDACTED] 401(k): [REDACTED] Stocks: [REDACTED] Bonds: [REDACTED] Other: [REDACTED]			

EMPLOYMENT	EMPLOYMENT
Employer: [REDACTED] Title: [REDACTED] Start Date: [REDACTED] Annual Income: [REDACTED]	Employer: [REDACTED] Title: [REDACTED] Start Date: [REDACTED] Annual Income: [REDACTED]

Total Income: \$0.00

RETIREMENT ACCOUNTS	Balance	Contributions
401(k)	\$0	\$0
IRA	\$0	\$0
403(b)	\$0	\$0
529	\$0	\$0
Other	\$0	\$0

DEFERRED MAINTENANCE	Estimated Cost to Fix	BANKRUPTCY
Roof: [REDACTED] HVAC: [REDACTED] Water Heater: [REDACTED] Appliances: [REDACTED] Windows: [REDACTED]		Filed for Bankruptcy: [REDACTED] Chapter: [REDACTED] Date Filed: [REDACTED]
Is the house listed for sale? NO		Primary Residence: YES

BROKER NAME: [REDACTED] BROKER PHONE: [REDACTED]

Financial Hardship Letter
Exhibit B:



Re: **Loan Modification Package**

I am having problems making my monthly payment because of financial difficulties created by:
(Please check all applicable items.)

Reduced Income	<input checked="" type="checkbox"/>	Divorce/Separation	<input checked="" type="checkbox"/>
Business Failure	<input type="checkbox"/>	Death of Spouse	<input type="checkbox"/>
Unemployment	<input type="checkbox"/>	Illness/Medical Bills	<input type="checkbox"/>
Too Much Debt	<input type="checkbox"/>	Disability	<input type="checkbox"/>
Adjustable Rate Mtg.	<input checked="" type="checkbox"/>	Military Service	<input type="checkbox"/>
Job Relocation	<input type="checkbox"/>	Incarceration	<input type="checkbox"/>

I believe that my situation is Temporary Permanent

My situation can be explained as follows:

Following a 10-year marriage, I was divorced and left to raise my two children on my own. With some of the settlement monies received, I purchased my current home in 2005. At that time I was able to secure a 5.75% 3-year ARM and reassured by the mortgage broker that I could qualify for this loan with no problem. Clearly this was misguided information. The cost for the ongoing care of my children and maintenance of the home is overwhelming. I have tried to sell the home only to learn that the value of the property has dropped well below the current mortgage balance. As the sole provider for our family, I have struggled to keep up with the house payments. The ARM loan is due to adjust in January. I am fearful that any increase in payment will surely cause a cash flow problem and I will be unable to meet the monthly payment on the house.

Enclosed for your review please find my request to modify the terms of my loan to an 'interest only' payment. Based on the foregoing report, with an interest only payment I will be able to meet the monthly obligation and remain in the home with my children.

A lower monthly payment would clearly help us during these most challenging times in the history of the United States. Your help will allow us to remain in our home and avoid becoming another foreclosure statistic.

We anxiously await your reply.

Respectfully submitted,



Enc.

Borrower's Budget: Current and Modified

Exhibit C:

INCOME	Current Budget	Modified	% of Income	ENTERTAINMENT	Current Budget	Modified	% of Income
Salary	\$7,000	\$7,000	100%	Entertainment	\$100	\$100	0%
Dividends	\$0	\$0		Gifts	\$0	\$0	
Interest	\$0	\$0		Travel	\$0	\$0	
Other Income	\$0	\$0		Other	\$0	\$0	
Total Income	\$7,000	\$7,000					

HOUSING EXPENSE	Current Budget	Modified	% of Income	TAXES	Current Budget	Modified	Effective Tax Rate
Mortgage	\$2,500	\$2,500	35%	Property	\$100	\$100	3%
Utilities	\$1,000	\$1,000		Income	\$100	\$100	4.0%
Insurance	\$500	\$500		Sales	\$100	\$100	8%
Other	\$500	\$500		Other	\$100	\$100	0.00%
Total Housing Expense	\$4,500	\$4,500		Total Taxes	\$300	\$300	13%

AUTO EXPENSE	Current Budget	Modified	% of Income	SAVINGS	Current Budget	Modified	% of Income
Auto Loan	\$1,000	\$1,000	13%	401(k)	\$100	\$100	0%
Insurance	\$500	\$500		IRA	\$100	\$100	
Gas	\$500	\$500		Other	\$0	\$0	
Maintenance	\$500	\$500		Total Savings	\$200	\$200	
Total Auto Expense	\$2,500	\$2,500					

INSURANCE	Current Budget	Modified	% of Income	DONATIONS/CHILDREN'S ACTIVITIES	Current Budget	Modified	% of Income
Life	\$1,000	\$1,000	13%	Charitable	\$0	\$0	0%
Health	\$500	\$500		Other	\$0	\$0	
Disability	\$500	\$500		Total Donations/Children's Activities	\$0	\$0	
Total Insurance	\$2,000	\$2,000					

FOOD	Current Budget	Modified	% of Income	VACATION COSTS & GIFTS	Current Budget	Modified	% of Income
Food	\$1,000	\$1,000	14%	Vacation	\$0	\$0	0%
Utilities	\$500	\$500		Gifts	\$0	\$0	
Other	\$500	\$500		Total Vacation Costs & Gifts	\$0	\$0	
Total Food	\$2,000	\$2,000					

PERSONAL CARE	Current Budget	Modified	% of Income	ALIMONY/CHILD SUPPORT	Current Budget	Modified	% of Income
Personal Care	\$1,000	\$1,000	12%	Alimony/Child Support	\$0	\$0	0%
Utilities	\$500	\$500		Total Alimony/Child Support	\$0	\$0	
Other	\$500	\$500					
Total Personal Care	\$2,000	\$2,000					

CREDIT CARDS & CURRENT BALANCES	Balance	% of Income	TOTAL INCOME:	\$7,000	\$7,000	100%
Credit Cards	\$2,000	3%	TOTAL EXPENSES:	\$7,796	\$7,276	104%
Other	\$0		SURPLUS/-DEFICIT	-\$796	-\$276	-4%
Total Credit Cards & Current Balances	\$2,000		Monthly savings due to modified budget		\$519.02	
			Monthly cash surplus/deficit with loan modification		\$437.40	

Each of the undersigned by signing below states: I certify that the financial information stated above is a true and accurate statement of my financial condition. I understand and acknowledge that any action taken by the lender with regard to my mortgage loan will be made in strict reliance upon the financial information provided. By signing below, I grant the holder of my mortgage loan or its servicer the authority to obtain a credit report to verify the accuracy of the financial statement.

Signature _____ Date _____ Signature _____ Date _____

Requested Loan Modification Proposal
Exhibit D

Re:
 Loan #:
 Property Address:
 Property owned since:



We are proposing the following loan modification terms for your favorable consideration:

1. Loan modified to interest only for a period of 360 months
2. Interest rate of 4.000%
3. Principal reduction of \$0

The proposed loan modification would create a payment structure that we will be able to meet in order to remain in our home. Being displaced from our home at this time in our lives would create emotional devastation and further hardship for our family.

Please see the table below for a snapshot review of our financial position.

<p><i>Current Monthly Gross Income</i> \$7,000</p>	<p><i>Current Monthly Budget/Expenses</i> \$6,133 <small>*includes tax/Ins</small></p>	<p><i>Current Monthly House Payment</i> \$1,663 <small>principal & interest</small></p>	<p><i>Monthly Cash Flow Pre Loan Modification</i> -\$796</p>
<p><i>Current Monthly Gross Income</i> \$7,000</p>	<p><i>Monthly Expenses W/Modified Budget</i> \$5,613 <small>*Includes tax/Ins</small> Monthly Savings of \$520</p>	<p><i>Proposed Modified House Payment</i> \$950 <small>interest only</small></p>	<p><i>Monthly Residual Cash Flow W/Modified Budget & House Pmt</i> \$437</p>

SUMMARY:

Proposed modification would create a new monthly payment of \$950
 This modified payment combined with our modified budget creates a positive monthly residual cash flow of \$437

Based upon the information presented throughout, the requested loan modification and reduced monthly payment creates a situation that we could meet the monthly payment obligation and remain in our home.

Proposed Loan Modification versus Lender Foreclosure
Exhibit E:

Dear Lender,

As presented in **Exhibit C** we are requesting a loan modification that would allow us to remain in our home. With assistance we have prepared the information contained here in **Exhibit D** to further support our situation. The information in **Exhibit D** will clearly summarize the benefit of our proposed loan modification versus a lender foreclosure.

Current Property Value	\$225,000	
Balance of mortgage	\$285,000	primary mortgage
Balance of mortgage	\$0	2nd mortgage
Total Mortgage Debt	\$285,000	
Equity Surplus/Deficit	-\$60,000	
Current LTV	127%	

Cost to Foreclose Analysis:

(Est. months in arrears at time of REO sale)	11	
PITI	\$2,457	\$27,027
Est. Attorney Fees		\$2,000
Est. Cost to Secure Property		\$2,000
Total Foreclosure Costs:		\$31,027

* Foreclosure expenses do not reflect any costs to cure any deferred maintenance.

Asset Liquidation :

Current Market Value		\$225,000	
Foreclosure Sale Price	Ave. REO sells for	81% of CMV	\$182,250
Less Real Estate Commissions		4.50%	\$8,201
Less foreclosure costs			\$31,027
Total sale proceeds to lender			\$143,022
Actual Lender Losses*			\$141,978

* Balance of 1st Mortgage less actual sale proceeds to Lender

* Lender losses do not reflect any costs to cure any deferred maintenance.

As presented in **Exhibit D**, the net loss to the lender after all foreclosure expenses and a 'would-be' REO sale. would be \$141,978

To further support our request for a loan modification, below you will find a Net Present Value calculation of a foreclosure versus our requested loan modification.

NPV TEST	
Months of non-payment (PITI)	11
Home price appreciation forecast	0%
Req stigma discount	13%
Cure rate	25%
PV loss	(\$85,587)
PV of modified pmt & principal	PASS \$10,244
NPV Test (Pass/Fail)	

For illustrative purposes only, we will not be held liable for an unsuccessful loan modification

Borrower Supporting Documentation
Exhibit F:

Dear Lender,

Enclosed for your review please find the following:

- i) Copy of most recent Mortgage Statement/Coupon
- ii) Copy of 2007 W-2
- iii) Copy of most recent 2 paystubs
- iv) Copy of 1 month checking and savings account statements, if applicable

Other, where applicable:

- _____ v) If self employed, complete 2007 tax return(s)
- _____ vi) Divorce Decree
- _____ vii) General Authorization Statement allowing a 3rd party to speak directly to lender(s)
- _____ viii) _____
- _____ ix) _____
- _____ x) _____

Thank you for your attention to our request for a Loan Modification with your institution.

Fax Cover Sheet
LOAN MODIFICATION REQUEST

To: [REDACTED]	From: [REDACTED]
Phone: [REDACTED]	Pages: 9
Fax: [REDACTED]	Date: [REDACTED]
<input checked="" type="checkbox"/> Urgent	<input checked="" type="checkbox"/> For Review
Borrower: [REDACTED]	Co-Borrower: [REDACTED]
1st Mortgage Lender: [REDACTED] Loan# [REDACTED]	2nd Mortgage Lender: [REDACTED] Loan# [REDACTED]
Property Address: [REDACTED] City [REDACTED] State [REDACTED] Zip [REDACTED]	

Comments

Please find a Loan Modification package for [REDACTED]

I look forward to your reply.

Sincerely,

(Please Sign)

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you received this message in error, please advise the sender immediately by calling the number above and please shred this fax.

NEW FILE STACKING ORDER

When you have a package ready to be sent to

Your Company Name you will put it in the

following order: Starting at the front:

- Fax Cover Sheet
- Cost Analysis Report
- Borrower Information Sheet
- Financial Statement (Assets/Income and Expense Sheet)
- Signed Hardship Letter (with dates and specific events)
- Income Documents (ie, 30 days worth of Paystubs, 3 months separate P&L statements if self-employed, lease agreements, Unemployment Benefits Statement, Child Support Order, Divorce Decree, etc)
- 3 Recent Months Bank Statements – ALL pages (no online printouts or summaries are accepted. Must be the actual statement)
- First two pages of 2008 and 2007 Tax Returns
- Mortgage Statement(s)
- Additional Supporting Information:
 - o BK papers
 - o 4506T
 - o Lender Specific Docs
 - o Home Affordable Plan
 - o Utility Bill (Electric or Water will suffice)
 - o Property Tax Bill
 - o Homeowners Insurance Dec Page (1st pg of your insurance policy)

"Homework Sheet" (Loan Modification Process and Timeline)

Task	Date/Time	Spoke To	At Phone #	# Days Until Next Call	Notes
Initial Call to Lender					
Documents faxed/Mailed to Lender				7	
Call Lender to Verify Docs Were Received				7	
Call Lender to Verify in Process - 1 st Call				14	
Call Lender to Verify in Process - 2 nd Call				7	
Call Lender to Verify in Process - 3 rd Call (Find out if there is a negotiator assigned to the file)				3	
Call Negotiator to inquire about review timeline				3	
Follow Up by lender timeline				7	
Follow Up by Lender Timeline				7	
Follow Up by Lender Timeline				7	
Follow Up by Lender Timeline				7	

MORTGAGE LENDER:

DIRECT CONTACT NUMBER: