

Listing Appointment Checklist

Al Gage

- Client Information
- Loss Mitigation Checklist
- Financial Statement
- Most Recent Loan Statement
- Copies of last 2 months Pay Stubs or letter of explanation
- Copies of last 2 months Bank Statement or letter of explanation
- Copies of last 2 Year Tax Returns or letter of explanation
- Foreclosure Disclaimer
- Authorization & Release Form
- Hardship Letter Guide
- Cost of Repairs
- Do Not Contact by Phone
- Listing Instructions
- Expectations and Timeline

GENERAL CLIENT INFORMATION

DATE: _____

MLS#: _____

BORROWER: _____ CO-BORROWER: _____

BORROWER SS#: _____ CO-BORROWER SS#: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

HOME # _____ CELL # _____ CO-BORROWER CELL# _____

EMAIL: _____ CO-BORROWER EMAIL: _____

EMPLOYER: _____ PHONE# _____

ADDRESS: _____

CO-BORROWER EMPLOYER: _____ PHONE# _____

ADDRESS: _____

PAID: TAXES ☐ YES ☐ NO HOA ☐ YES ☐ NO NAME OF HOA: _____

1ST LENDER: _____ ACCT: _____

PHONE# _____ FAX# _____

OF LATE PAYMENTS: _____ NOD: ☐ YES ☐ NO NOTS: ☐ YES ☐ NO PREPAY: ☐ YES ☐ NO

2ND LENDER: _____ ACCT: _____

PHONE# _____ FAX# _____

OF LATE PAYMENTS: _____ NOD: ☐ YES ☐ NO NOTS: ☐ YES ☐ NO PREPAY: ☐ YES ☐ NO

OTHER LIENS: _____

EXIT STRATEGY: _____ MOVE OUT DATE: _____

LISTING AGENT: Al Gage P.C.

AGENT'S PHONE: 623-536-8200

Date:

Lender:

Re: loan #

Please allow my realtor Al Gage P.C.
and Terri Gage (closing coordinator) to speak with you on my behalf. Their
contact information is as follows:

Al Gage - Direct: 623-536-8200; fax: 623-536-8222

e-mail: al@algage.com.

Terri Direct: 623-536-3376

Sincerely,

Copies of last 2 Pay Stubs

(I am / We are) unemployed and have no Pay-Stubs to provide.

Borrower:

Co-Borrower:

Copies of last 2 months Bank Statements

(I / We) no longer have a checking account, so (I am / we are) unable to provide any Bank Statements.

Borrower:

Co-Borrower:

Copies of last 2 Year Tax Returns

(I / We) have not done (my / our) taxes for the past 2 years, and (I / we) failed to file any extensions.

Borrower:

Co-Borrower:

FINANCIAL STATEMENT

Date:	Your Loan Number:		
Property Address:			
Is your home listed for sale? Yes____ No____			
Agent's Name:		Agent's Phone Number:	
Borrower Name:		Social Security Number:	
Mailing Address (#, Street, Apt.):			
Mailing Address (City, State, Zip):			
Employer's Name:		Length of employment:	
Monthly Net/take home pay:		Work Phone:	
Total Number of persons living at this address:		Home Phone:	
Number of children at this address:			
Co-Borrower's Name:		Social Security Number:	
Mailing Address (#, Street, Apt.):			
Mailing Address (City, State, Zip):			
Employer's Name:		Length of employment:	
Monthly Net/take home pay:		Work Phone:	
		Home Phone:	
Have you ever contacted a credit counseling service?		Reason:	
Yes____ No____			
Additional Income (not waç \$ /mo		Please Explain:	

Assets

TYPE	Estimated Value	TYPE	Estimated Value
Home		Checking Account(s)	
Other Real Estate		Savings/Money Market	
Other Real Estate		IRA/Keogh	
Other Investments		Stocks/Bonds/CD's	
Automobile (# _____)		Other	

FORECLOSURE DISCLAIMER

I, the undersigned, acknowledge that it has been disclosed to me that every attempt will be made to successfully market my property in order to save my home from foreclosure. In the event of a short sale on my property, I understand there is no guarantee that the lender beneficiary on my property will approve a payment for less than the full amount due on the loan.

Furthermore, I understand that I am unlikely to receive any cash compensation from this transaction.

I further have been advised that there may be tax ramifications associated with saving my home from foreclosure auction, including but not limited to, the issuance of an IRS tax form 1099 for any shortfall of the mortgage debt.

Al Gage P.C. is a licensed real estate agent in the state of Arizona, specializing in mitigating foreclosure losses. We disclose that we are not attorneys or certified public accountants and I understand that I have been advised to consult with any of these professionals with regard to any specific questions I may have relative to these areas of expertise.

And, although every effort will be made to obtain full release/payoff status of my loan, the listing agent cannot guarantee that there will be no possibility of lender-instigated judgment against me for any loan deficiency.

I also understand that the listing agent and/or their associates may be a bidder in the eventuality that my property does go to foreclosure sale and, if successful, may ultimately resell the property for a profit.

I further understand that the listing agent and/or their associates may become the listing agent for the beneficiary/investor or other new owner, if the property goes to foreclosure sale and is sold.

Name -

Date

Name -

Date

Hardship Letter Guidelines

Remember to state the following items in your **HANDWRITTEN** hardship letter:

1. **Hardships** – What are your hardships (current and past). For example – unemployed, car accident, medical problems (personal or family), etc. Go into a little detail about each hardship. The following are the most important messages to get across to the Lender:
 - a. Why you will not be able to be current again on your loan.
 - b. We do not have enough income to make these payments.
 - c. We are leaving the property.
2. **Your Assets** – Explain that you have no assets with which to continue paying.
3. **Any signed exemptions of documents** – If you do not have bank statements, pay stubs or tax returns, you will need to explain the reason in more detail in your letter as to “why” you can not provide those documents. (i.e. I’ve been unemployed for 6 months and have not been able to find work) Note- realize that if you don’t have tax returns, then the bank will ask for Extension-Fillings. So, if you don’t have Extension-Fillings either, explain why in this letter. (i.e. “I haven’t worked in over 2 years and so I haven’t filed taxes nor extensions”, or “I haven’t filed my tax returns for the past 2 years and I failed to file extensions as well).
4. **Bankruptcy** – You could also mention “I don’t want to have to file bankruptcy”.

Sample Hardship Letter

[*Remember, YOU must handwrite your own Hardship Letter to the Lender(s)]
To Whom It May Concern:

I have been unable to make my payments on my house, and I am now facing foreclosure. My inability to keep up with the monthly payments is the result of (loss of job, illness, accident, death or disability of a wage earner – describe in detail what your hardship is)

In spite of my current financial difficulties, I expect that it will only get (better / worse). I am not in a position to continue making my mortgage payments. This was not at all what I intended but I have come to the conclusion that this is my only option.

Your help and consideration in this matter are very much appreciated.

{Signature}

{Date}

{Printed Name}

Please Do Not Contact Me by Phone

First Loan #: _____ Second Loan #: _____

First Lender: _____ Second Lender: _____

Property Address: _____

Borrower

Printed Name

Date

Social Security Number: _____

Date of Birth: _____

Co-Borrower

Printed Name

Date

Social Security Number: _____

Date of Birth: _____

CONTACT INFO:

Al Gage

623-536-8200

Monthly Expenses

CATEGORY	DESCRIPTION	MONTHLY PAYMENT	BALANCE DUE	ESTIMATED VALUE	Past Due Y/N	If yes, # of months
Subject Property	First Mortgage	\$	\$	\$		
	Second Mortgage					
Other Properties	Other Mortgage					
	Rent Paid					
Dues	HOA					
Automobile	AUTO 1 / Lease					
	AUTO 2 / Lease					
	Gasoline					
	Maintenance					
	Insurance					
Other Loans	Student Loan(s)					
	Finance Company					
	Installment					
Credit Cards	VISA					
	MASTERCARD					
	DISCOVER					
	Other:					
	Other:					
Utilities	Electrical/Heating					
	Water/Sewer/Trash					
	Telephone					
	Cable					
Insurance	Health/Dental					
	Life					
Medical (Not Covered By Insurance)	Doctor/Dentist					
	Medication					
	Hospital					
Entertainment						
Food	Family					
Support	Alimony					
	Child					
Child Care	Day Care					
OTHER: SPECIFY						
TOTAL MONTHLY EXPENSES:						