

**ICHDE HomeOwnership Center Mortgage Delinquency/  
Foreclosure Prevention  
File Checklist *FP***

Client Name: _____	Client Case Number: _____
Counselor: _____	Lender Name: _____
Intake Date: _____	Total Arrearage Amount: _____
Loan Type: _____	Months Behind: _____
Interest Rate: _____	Lenders Rep Name: _____
Follow-Up Date: _____	Mortgage Amount: _____
Resolution: _____	Resolution Date: _____

**1<sup>st</sup> Panel:**

- Termination Form (on top of file checklist)
- File checklist
- Counselor Max Client Log from database
- NFMC Action Plan Template
- Correspondence (Appt. Reminders/ Follow-Up Letters, etc.)
- Fax cover sheets

**2<sup>nd</sup> Panel:**

- Universal Intake/ Authorization Forms
- Counseling Section/ Counselor Max: Assets, Liabilities, Income, Budget

**3<sup>rd</sup> Panel:**

- 2 Months Pay Stubs (most current)
- 2 Month Recent bank statements
- 2 Recent Tax returns (1040's & w2's)

**4<sup>th</sup> Panel:**

- Any information client provided from their mortgage companies to assist with the resolution of the mortgage delinquency
- Resolution (placed on top once received)

**5<sup>th</sup> Panel:**

- Work-out Packets Submitted (RMA, DEMAP, etc.)
- Hardship Letter (signed and date)

**6<sup>th</sup> Panel:**

- Dispute Letters (should always be placed on top of credit report being disputed)
  - Credit Report (s)
  - Copies of Monthly Bills (Utilities, Water, etc.)
  - Copy of ID
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*Documents should be in order with the first document listed to be the top document and everyone thereafter should be placed underneath in the order that is shown.*

