



American City Equities, Inc.

110 W "C" Street Suite 400 San Diego, CA. 92101

888-325-1899 Telephone • 888-400-8949 Fax

PERSONAL INFORMATION

Borrower's Name:		Co-Borrower's Name:	
Social Security #:		Social Security #:	
Date of Birth:		Date of Birth:	
Home Phone:		Home Phone:	
Cell Phone:		Cell Phone:	
Work Phone:		Work Phone:	
Email Address:		Email Address:	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced	
Dependents: How many: _____ Ages: _____		Dependents: How many: _____ Ages: _____	
Language Preference: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____		Language Preference: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____	

EMPLOYMENT INFORMATION

Employer Name:		Employer Name:	
Address:		Address:	
Years on Job:	Start Date:	Years on Job:	Start Date:
Job Title:		Job Title:	
Telephone:		Telephone:	
Type of Business:		Type of Business:	

If employed in current position less than two years or currently employed in more than one position:

Employer Name:		Employer Name:	
Address:		Address:	
Start Date:	End Date:	Start Date:	End Date:
Job Title:		Job Title:	
Telephone:		Telephone:	
Type of Business:		Type of Business:	

PROPERTY PHYSICAL INFORMATION

Address:			
City:		State:	Zip:
No of Bedrooms:	No of Bathrooms:	Sq. Ft.:	Yr. Built:
Is the above Property Owner Occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you own other Property besides the property listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete Real Estate Owned Form	

MORTGAGE INFORMATION – PRIMARY RESIDENCE

1 ST POSITION LIEN/LOAN		2 ND POSITION LIEN/LOAN	
Lender:		Lender:	
Account Number:		Account Number:	
Year Acquired:	Interest Rate:	Year Acquired:	Interest Rate:
Payment Amount:	Orig. Loan Amount	Payment Amount:	Orig. Loan Rate:
Current Mo. Payment	Loan Balance	Current Mo. Payment	Loan Balance
Type of Loan: <input type="checkbox"/> ARM <input type="checkbox"/> Fixed <input type="checkbox"/> Other: _____ If Adjustable, has the loan adjusted? <input type="checkbox"/> Yes <input type="checkbox"/> No Old Pay Amount: _____ Old Rate: _____ If not, when will it adjust? Date: _____		Type of Loan: <input type="checkbox"/> ARM <input type="checkbox"/> Fixed <input type="checkbox"/> Other: _____ If Adjustable, has the loan adjusted? <input type="checkbox"/> Yes <input type="checkbox"/> No Old Pay Amount: _____ Old Rate: _____ If not, when will it adjust? Date: _____	
Loan Status: <input type="checkbox"/> Current <input type="checkbox"/> Late		Loan Status: <input type="checkbox"/> Current <input type="checkbox"/> Late	
If Late, how many months? _____		If Late, how many months? _____	

TAX & HAZARD INFORMATION

PROPERTY TAX INFORMATION	HAZARD INSURANCE INFORMATION
Impounded: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, annual amount? _____	Impounded: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, annual amount? _____
Are the property taxes current?: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, unpaid balance amount is? _____	Is hazard insurance current?: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, unpaid balance amount is? _____

In a few words – why are you seeking a loan modification at this time? What do you hope to achieve?

INCOME AND EXPENSES WORKSHEET

Please be as detailed and accurate as possible

INCOME WORKSHEET

Source of Monthly Income	Borrower	Co-Borrower	Sub-total Income
Gross Monthly Income			
(If known) Net Monthly Income (1040s, W-2s)			
Commission (1099)			
Overtime			
Bonus			
Tips or Undocumented Income			
Earned Interest/Notes			
Rental			
Social Security Benefits			
Pension/Retirement			
Disability			
Child Support/Alimony			
EDD Unemployment			
Room Rental (Not reported on Taxes 1040)			
Other 1 (Specify)			
Other 2 (Specify)			
TOTAL Household NET Income (B)			

EXPENSE WORKSHEET

Monthly Expenses	Monthly Payments	Creditor/Bank/Service
Primary Home Mortgage		
Property Taxes (if not included in payment)		
Homeowner Insurance (if not included in payment)		
Primary Residence 2 nd Mortgage on		
Mortgage Payment on 2 nd Home/Investment		
2 nd Mortgage on 2 nd Home/Investment		

Homeowner Insurance and Property Taxes on 2nd Home (if not included in payment)	/	
Other REAL ESTATE YOU OWN		
Rent (if not occupying primary residence)		
Maintenance on home (s)		
Auto Loan Payment		
Other loans (personal debt, etc.)		
Credit Cards, total minimum payments		
Utilities - gas & electric ONLY		
Utilities – water, sewer & trash ONLY		
Telephone (cell)		
Telephone (home)		
Cable TV		
Internet		
HOA Fees		
Childcare		
School Tuition		
Child Support		
Alimony		
Vehicle (gas)		
Vehicle (maintenance)		
Insurance – Health (if not deducted from paycheck)		
Insurance – Auto		
Insurance – Life		
Groceries and Toiletries		
Spending Money		
Other Auto Loans		
Other 1 (Specify)		
TOTAL Household Expenses (A)	\$	\$

TOTAL Household Income (B)	-	TOTAL Household Expenses (A)	=	Disposable Income
\$	-	\$	=	\$

EXPLANATION OF HARDSHIP

**What changes or events have occurred since your loan originated that have caused you to fall behind?
(if behind) (please be as details as possible)**

How did this impair your ability to afford your mortgage payments?

**Do you anticipate any improvements in your financial situation in the year future:
____ YES _____ No If yes, please explain:**

SAMPLE

Hardship Letter Example

DATE

LENDER NAME

ADDRESS

LOAN NUMBER

Dear Sir/Madame,

Our names are / My name is _____ and I've / we've been paying the mortgage on our home _____ for ___ years now.

I'm / We're writing to you to explain why I / We have unfortunately fallen behind on our monthly payments.

EXPLAIN YOU HARDSHIP IN DETAIL HERE

- ✓ INCLUDE DATES OF EMPLOYMENT AND NON-EMPLOYMENT
- ✓ ALSO BE SURE TO EXPLAIN HOW AND THAT IT HAS BEEN RESOLVED

We / I have sat down with my/our family and taken a very hard look at our financial situation and we all have agreed to make the following sacrifices in order to make certain that this situation never happens again.

EXPLAIN WHAT FINANCIAL SACRIFICES/CUTBACKS YOU'VE MADE HERE:

- Cut back on spending
- Cancelled cable/cell phone
- Eliminated costly activities
- Met with credit counselors to arrange payment plans

My family and I are truly grateful for the opportunity that you've given us to own our home and have every intention of keeping it for a long while, as well as making timely mortgage payments to you for it. Our children will grow up here and we hope that our grandchildren will also.

Thank you again and we wish you all the best!

HAVE EVERYONE IN YOUR FAMILY SIGN THIS LETTER HERE

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If we asses based on the information you have provided to us on this pre-qualification application we will need the following items to proceed creating your loan modification request with your lender:

1. Completed Financial Snapshot (here attached)
2. 3rd Party Authorization to obtain Applicant’s information from Lender(s)
3. Completed Initial Hardship Letter in Applicant’s Handwriting. (here attached)
4. Documentation of all living expenses – (here attached)
5. Signed 4506-T form (one per borrower supplied by your lender)
6. All Mortgage Statements (all properties).
7. All other owned properties Rental Agreements (if applicable).
8. All relevant correspondence the Applicant may receive from the Lender(s).
9. All borrowers/co-borrower(s) Paystubs – One full month (most recent 30 days).
10. **IF SELF EMPLOYED** - YTD and/or 6 months Profit and Loss Statement. **REQUIRED**
11. W-2 forms, 1099 forms and Tax returns – past 2 years.
12. Verification of any other income, Social Security benefit award letters, retirement statements, pension benefit statements, annuity statements child support/alimony.
13. **IF USING “ROOM RENTAL” INCOME, PLEASE MAKE SURE TO PROVIDE:**
 - ✓ **CANCELED CHECKS, COPY OF MONEY ORDERS; PROOF OF INCOME SUCH AS BANK STATEMENTS THAT SHOWS MONEY HAS BEEN DEPOSITED.**
 - ✓ **RENTERS’ PAYSTUBS MUST BE REQUIRED BY THE LENDER.**
14. Bank Statements – past 90 days – most recent and all pages.
15. Property Tax bill (If loan is not impounded).
16. Homeowners Insurance Statement (If loan is not impounded).
17. A Copy of utility bill - proof of occupancy (One is OK)
18. EDD Unemployment Award Letter (if applicable).
19. Medical Bills (if applicable to support Hardship).
20. Any other reason of Hardship. (if applicable)