

# AURORA LOAN SERVICES

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2617 COLLEGE PARK • P.O. BOX 1706 • SCOTTSBLUFF, NE 69363-1706  
PHONE: 800-550-0508 • FAX: 303-728-7648

Depending upon your current financial situation, it may be possible for Aurora to offer you a short sale transaction. A short sale occurs when a property is sold for an amount less than the full payoff amount of the loan. Unfortunately, this transaction will not allow you to continue ownership or occupancy of the property. The “short” payoff amount of your loan is accepted as payment of your loan in full.

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## **Documentation to be Submitted to Aurora Loan Services for Short Sale Consideration:**

If you would like to be considered for a short sale transaction, you will need to submit the following written documentation and/or information to Aurora:

*Please note that your file cannot be reviewed until all of the requested documentation has been received by Aurora Loan Services.*

## **Aurora needs the following documentation and/or information from you (or your real estate agent/broker):**

- A complete and accurate Financial Information Form (or detailed letter signed and dated).
- A letter with a detailed explanation of your financial hardship.
- Two most recent paycheck stubs for each mortgagor (if self-employed, provide the year to date Profit and Loss Statement).
- Bank Statements. Please include the two (2) most recent bank statements for your checking, savings, mutual funds, 401k account, and other investment information.
- Statements of Disability/Unemployment, Retirement and/or Social Security benefits applied for or received. Please include copies of any and all check stubs.

## **Additional documentation, to be provided by your broker/real estate agent and to be submitted with the documentation listed above:**

- HUD or Net Sheet if an offer has been received.
- Offer, Purchase Agreement or Sales Contract.

## **The following requirements must be met in order for Aurora to approve a short sale transaction:**

- Proven inability to pay your mortgage based on your current financial situation.
- Provide to Aurora a complete and accurate Financial Information Form.
- You must cooperate and allow us to view the interior of your property to enable us to determine an appraised value. A second interior value maybe required if there is 30% or more decline in value from the origination value.
- Your property must be listed with a licensed real estate agent/broker at a price based on “fair market value.” The sale transaction must be “arm’s length,” which means that all parties involved in the sale must be unrelated and unaffiliated.
- If there is a deficiency, we may require that you make a contribution toward any such deficiency from the sale of the property. This contribution may be in cash and/or a promissory note, depending on Aurora’s review of the potential sale of the property and your financial situation.
- You may not enter into an agreement with a third party to surrender the title to the property and arrange a short payoff in exchange for a fee.
- You cannot receive any proceeds from the sale of the property or any hazard/flood insurance claim. In addition, you must waive reimbursement of any escrow; buy down funds, or pre-paid items.



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**If we approve a short payoff of your loan and you remit to us the agreed upon short payoff amount we will:**

- File a 1099-C Form with the IRS and send you a copy. This may be a taxable event. You should consult with the IRS or a tax professional concerning any tax impact this may have to you, if any.
- Consider the debt to be satisfied in full.
- Release your mortgage on the public records.
- Report the transaction to the credit bureaus as “PAID IN FULL FOR LESS THAN THE FULL BALANCE.” This may be considered a derogatory remark by future potential or actual creditors. Credit is not subject for negotiation. Aurora will not report the loan “PAID IN FULL” unless we receive a payoff of the full amount due under the loan. We will continue, without change, our reporting activity to the credit reporting agencies with respect to your loan, until completion of the short payoff transaction and we have received and posted good funds representing the agreed upon short payoff amount.

**Please submit all requested information/documentation to Aurora:**

Aurora Loan Services  
P.O. Box 1706  
Scottsbluff, NE 69363-1706  
Attention: Home Retention Group  
  
Fax Number: 1-866-517-7976

**We will review your financial information upon receipt and advise you of our decision. We will not be able to process your request without all of the documentation requested above, as well as complete and accurate financial information**

**Aurora will continue to pursue all available collection and foreclosure processes/activities until such time as Aurora has approved your request for a short sale transaction. This letter does not suspend or postpone your obligation to make your monthly payments.**

We look forward to working with you. Should you have any questions, please call our Home Retention Group at 1-866-521-3828.

In addition to contacting our office, you may call the HUD Nationwide toll free telephone number at 1-800-569-4287 to obtain a list of the HUD Approved Housing Counseling Agencies.

Home Retention Group  
Aurora Loan Services

Aurora Loan Services is a debt collector. Aurora is attempting to collect a debt and any information obtained will be used for that purpose. However, if you are in bankruptcy or received a bankruptcy discharge of this debt, this communication is not an attempt to collect the debt against you personally, but is notice of a possible enforcement of the lien against the collateral property.



LOAN NUMBER:			
		<b>Borrower Information</b>	<b>Co-Borrower Information</b>
Name:			
Social Security No.:			
Mailing Address:			
City, State, Zip			
No. of Occupants:	No. of Dependents:		No. of Dependents:
Home Telephone No.:	Best Time to Call:		Best Time to Call:
Work Telephone No.:	Best Time to Call:		Best Time to Call:
Employer:	Years: Months:		Years: Months:
Occupation:			

Property Address:	Is this property a rental? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently reside in the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, when did you last occupy the property?
Is this property currently listed for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No	Realtor's Name: Realtor's Telephone No.:

Borrower Financial Information			
Income		Assets	
Monthly Gross	\$	Account No.	Estimated Value
Rental Income	\$	Primary Residence	\$
Child Support/ Alimony	\$	Checking	\$
Disability	\$	Savings	\$
Other Income	\$	401k/ESOP	\$
Less Deductions	-	Stocks/Bonds	\$
Net Pay	\$	CD's/Money Market Acct.	\$

Co-Borrower Financial Information			
Income		Assets	
Monthly Gross	\$	Account No.	Estimated Value
Rental Income	\$	Primary Residence	\$
Child Support/ Alimony	\$	Checking	\$
Disability	\$	Savings	\$
Other Income	\$	401k/ESOP	\$
Less Deductions	-	Stocks/Bonds	\$
Net Pay	\$	CD's/Money Market Acct.	\$

Do you own other real estate? <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of vehicles you and/or co-borrower own? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+
If yes, please list full address(es) of other real estate below:	
1. _____	Est. Value: \$ Balance: \$ Payment: \$
2. _____	Est. Value: \$ Balance: \$ Payment: \$

Liabilities			Expenses		
	Creditor Name & Acct No.	Payment	Balance		Monthly Payment
Mortgage		\$	\$	Food	\$
Liens / Judgments		\$	\$	Utilities (includes gas/electric, water, sanitation)	\$
Auto Loan		\$	\$	Telephone (residence, cell, etc.)	\$
Auto Loan		\$	\$	Transportation	\$
Personal Loan		\$	\$	Child Support/Alimony	\$
Personal Loan		\$	\$	Child Day Care	\$
Student Loans		\$	\$	Tuition	\$
Credit Card		\$	\$	Auto Insurance	\$
Credit Card		\$	\$	Entertainment (cable, internet, dining out, movies, etc.)	\$
Credit Card		\$	\$	Other:	\$
Other Cards		\$	\$	Other:	\$

Have you contacted a credit counseling agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Agency Name:	Telephone No.:
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Has either borrower declared bankruptcy within the past seven (7) years?:	Borrower: <input type="checkbox"/> Yes <input type="checkbox"/> No	Co-Borrower: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, filing date:	District Court location:	Bankruptcy Case No.:
If yes, what Chapter was filed? <input type="checkbox"/> 7 <input type="checkbox"/> 13 <input type="checkbox"/> Other	If Chapter 7, was a Reaffirmation Agreement filed with the Bankruptcy Court? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has a Modification or Partial Claim been completed on this mortgage loan within the last three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, with whom, on what date, and reason for default? _____		

Please explain briefly your hardship or reason for being delinquent on your mortgage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I (we) agree that the financial information provided is an accurate statement of my (our) financial status. I (we) understand and acknowledge that any action taken by the lender of my (our) mortgage loan on my (our) behalf will be made in strict reliance on the financial information provided. My (our) signature(s) below grants the holder of my (our) mortgage the authority to confirm the information I (we) have disclosed in this financial statement, to verify it is accurate by ordering a credit report, and to contact my real estate agent and/or credit counseling service representative (if applicable).

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Co-Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_