

Fannie Mae Borrower Document Checklist

Complete	Please submit all required documents in the following order to your counselor
<input type="checkbox"/>	Completed Uniform Borrower Assistance Form (710) & (710A) - Verify all boxes are checked and all information is entered, as well as when the hardship began (<i>top of page 3</i>).
<input type="checkbox"/>	4506-T & 4506-T EZ must be signed and dated along with phone number. (Complete lines 1-4 and note in line 9 (2) recent tax years)
<input type="checkbox"/>	<p>Tax Returns or Transcripts - Must include signature & date, as well as all schedules (<i>W-2 & 1099 must be attached if checked on 1040</i>).</p> <ul style="list-style-type: none"> • <i>Employed/Unemployed</i> – Most recent tax return, signed & dated along with all schedules • <i>Self-employed</i> – Most recent (2) years personal & business tax returns signed & dated along with all schedules. If business taxes are not filed, then a signed and dated letter of explanation (<i>LOE</i>) is required. • If tax return(s) is/are not available due to a file extension, then proof of the file extension is required. • If taxes are not filed, then a signed and dated <i>LOE</i> is required.
<input type="checkbox"/>	<p>Proof of Income – Must cover a minimum period of 30 consecutive days and show year-to-date (<i>YTD</i>) earnings</p> <p><i>Employed</i> – copy of consecutive pays stubs covering the last 30 day period showing <i>YTD</i> earnings</p> <ul style="list-style-type: none"> • Verify deposits appear in bank statements (circle or notate deposits) • If paystubs do not have <i>YTD</i> earnings then a signed/dated <i>LOE</i> is needed from your employer stating <i>YTD</i> earnings as well as a <i>W-2</i>. • If paystubs are handwritten, then attach paystubs covering a 60 day period (<i>consecutive</i>) <p><i>Unemployed</i> – Evidence of the amount, frequency & duration of benefits (<i>award letter</i>)</p> <p><i>Self-Employed</i> – Current <i>YTD</i> Profit and Loss (<i>P&L</i>) statement signed and dated along with previous <i>YTD</i> <i>P&L</i> statement signed and dated. Please indicate business name, date range, gross income, expenses and net Income. If business is no longer solvent, then provide signed and dated <i>LOE</i> noting cause for dissolution of business.</p>
<input type="checkbox"/>	<p>Bank statements (ALL PAGES) – Borrower must submit detailed online or mailed bank statements, consecutive & all pages for each open account. Activity reports are a summary and will not be accepted.</p> <p><i>Employed/Unemployed</i> – Last 2 months</p> <p><i>Self-employed</i> – Last 4 months business and personal. Borrower must provide <i>LOE</i> if there isn't a business back account.</p> <ul style="list-style-type: none"> • Accounts (<i>retirement, 401k, IRA, etc.</i>) – (1) month statement is requested • <i>LOE</i> is needed for random deposits or unique situations (<i>ex. Large undefined deposits</i>)
<input type="checkbox"/>	Dodd Frank – Signed and Dated
<input type="checkbox"/>	Current Utility Bill – Most current utility bill for sewer/water/or electricity from the last 30 days. Utility bill must include name and address for occupancy verification.
<input type="checkbox"/>	Current Homeowners Association (HOA) Bill or Statement (<i>LOE</i> is required if HOA is not applicable)
<input type="checkbox"/>	Detailed Monthly Expense Budget with Gross Income Signed and Dated – See Attached
<input type="checkbox"/>	Contribution Income - Signed and dated <i>LOE</i> (<i>including contributor name, relationship to the borrower, amount of contribution, if contributor lives in the home</i>), as well as paystubs from contributor for last 30 days. Notate within (2) most recent bank statements the deposits for the contribution income. (circle or notate deposits)
<input type="checkbox"/>	Rental Income - Copies of the most recent filed federal tax returns including all schedules, as well as Schedule E. A lease agreement along with the (2) most recent banks statements evidencing rental payment is required. Rental deposits must appear within each bank statement.
<input type="checkbox"/>	Child Support and Divorce* – Copies of the (i) divorce decree/separation agreement filed with a court; OR a court decree that provides for payment of alimony or child support and states the amount of the award and period over which it will be received, and (ii) evidence of receipt of payment, such as copies of the two most recent consecutive bank statements or deposit advices showing deposit amount. If applicable, provide a quit claim deed.
<input type="checkbox"/>	Benefit Income – Evidence of (i) the amount and frequency of the benefits, such as letter, exhibits, a disability policy of benefits statement from the provider (<i>e.g. social security, disability, death benefits, pension, public assistance, adoption assistance</i>), and (ii) receipt of payment, such as copies of the two most recent bank statements or deposit advices showing deposit amounts.*

*Borrower is not required to disclose Child Support, Alimony or Separation Maintenance income unless the borrower chooses to have such income considered by the servicer. The borrower is required to provide documentation evidencing the disclosed income in cases where such income exceeds 20% of the total reported household income.