Borrower Verification Worksheet



This form is to be completed on FHA files being referred to Liquidation. Failure to complete all fields will result in a delay of the short sale review. **Date Client: Loan Number: Reason for Default?** (Specific details are needed to verify hardship; e.g., "why was there a loss of income?") Property Status (choose one): O Vacant Owner-Occupied O Tenant-Occupied Other-Occupied / Explain: Was property ever used as a rental? If yes, dates rented/how long? O Yes O No Why was property vacated? Provide mailing address when property is vacant Is property being maintained? (e.g. snow shoveled, utilities on, grass cut - marketable condition) Yes
 Yes
 ■ If no, why? \bigcirc No Is there any significant damage to the property? O Yes O No Are there any insurance claims open for the property? O Yes ○ No

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Is/Was	there ever a business on the property?
○ Yes	If yes, complete the following:
○ No	1) How long was it operated on the property?
	2) Were alterations made to the property?
	3) What type of business?
Is the l	orrower or co-borrower Active Military?
○ Yes	If yes, do they have active PCS (Permanent Change of Station) Orders?
Is the l	orrower or co-borrower self-employed?
○ Yes	○ No
Is ther	a 2nd mortgage?
○ Yes	\bigcirc No
How n	Paying on Collections/Charge-Offs/Judgments? Yes X No If yes, how much?
Do you	have a purchase contract/offer on the property?
○ Yes	○ No
Realto	Contact Info:
Rea	tor Name:
Rea	tor Company:
Pho	ne: Other Phone:
Fax	Email:
Арј	raisal contact name:
Apı	raisal contact phone: