

**Short Sale Listing Addendum**

**Listing Information:**

\_\_\_\_\_ (Date) \_\_\_\_\_ (Loan Number)

Seller(s): \_\_\_\_\_

Seller(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Date of original listing agreement: \_\_\_\_\_

Listing Agent/Broker Name: \_\_\_\_\_  
(License Number)

- **Property Condition:** Property is being sold in an “as is” condition.
- **Listing Agreement:** "Seller may cancel this Agreement prior to the ending date of the listing period without advance notice to the Broker, and without payment of a commission or any other consideration if the property is conveyed to the mortgage insurer or the mortgage holder. The sale completion is subject to approval by the mortgagee."
- **Arms-Length Transaction** – Mortgagors and mortgagees must adhere to ethical standards of conduct in their dealings with all parties involved in a Short Sale transaction. The Short Sale must be between two unrelated parties and be characterized by a selling price and other conditions that would prevail in a typical real estate sales transaction.

\_\_\_\_\_  
(Seller Signature) (Date)

\_\_\_\_\_  
(Seller Signature) (Date)

\_\_\_\_\_  
(Realtor / Broker Signature) (Date)



**Short Sale Contract Addendum**

Dated: \_\_\_\_\_

Seller: \_\_\_\_\_ Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_ Buyer: \_\_\_\_\_

Property Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

This Addendum to Contract is entered into and is effective as of \_\_\_/\_\_\_/\_\_\_ by and between, Seller(s), Buyer(s) and Broker (hereinafter referred to as "the Parties") and shall be deemed to amend, modify, and supplement that certain Contract Dated \_\_\_/\_\_\_/\_\_\_ by and between Seller(s) and Buyer(s) (the "Contract").

**NOW, THEREFORE**, in consideration of the mutual benefits to be derived from this Short Sale Addendum and of the representations, warranties, conditions and promises hereinafter acknowledged, Sellers, Buyers and Broker hereby agree as follows:

- The Parties acknowledge and agree that the Subject Property is being sold in "*as is*" condition.
- The Parties acknowledge and agree that the Subject Property must be sold through an Arms Length Transaction—Mortgagors and mortgagees must adhere to ethical standards of conduct in their dealing with all parties involved in a Short Sale transaction. The Short Sale must be between two unrelated parties and be characterized by a selling price and other conditions that would prevail in a typical real estate sales transaction. No party to this contract is a family member, business associate, or shares a business interest with the mortgagor (Sellers).
- Neither the Buyers, or Sellers, nor their Agents have any agreements written or implied that will allow the Seller to remain in the property as renters or regain ownership of said property at anytime after the execution of this Short Sale transaction. None of the parties shall receive any proceeds from this transaction except the approved sales commissions.
- The Parties agree that this Short Sale transaction will not constitute appraisal fraud, flipping, identity theft and/or straw buying.
- The Parties agree that the Seller may cancel this agreement prior to the ending date of the contract period without advance notice to the Broker, and without payment of a commission of any other consideration, if the property is conveyed to the mortgage insurer or the mortgage holder.
- The Parties agree that the acceptance of the Short Sale is contingent upon the approval of FHA, VA government agencies, any Investor, and/or mortgage insurer or the mortgage holder.
- The Parties agree that under no circumstances will the sales contract be assignable.
- The Parties agree that this Addendum together with the Sales Contract shall constitute the entire and sole agreement between the Parties with respect to the sale of the subject property and superseded any prior agreements, negotiations, understandings, optional contracts, or other matters whether oral or written, with respect to the subject matter hereof. No alternations, modifications, or waiver of any provision hereof shall be valid unless in writing and signed by Parties, FHA, VA, government agencies, any Investor, and/or mortgage insurer or mortgage holder, hereto.

**IN WHITNESS WHEREOF**, the Parties have executed this Addendum as of the date first written above.

Seller: \_\_\_\_\_ Date: \_\_\_\_\_

Seller: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

Broker/Realtor: \_\_\_\_\_ Date: \_\_\_\_\_



Home Equity Solutions  
Mac X2303-01N  
One Home Campus  
Des Moines, IA 50328

February 18, 2010

MARIA A CARTER-NICHOLSON  
316 ONYX CREST ST  
LAS VEGAS NV 89145-8710

RE: **Request for Short Sale Review**  
Account #: 650-650-6400634-1998  
Property: 241 JON BELGER DR, LAS VEGAS, NV 89145  
Buyer(s): TBD

Dear Borrower(s):

Wells Fargo Bank, N.A. ("Wells Fargo") offers a Short Sale Program to assist borrowers who have experienced a severe financial hardship and can no longer afford to make their monthly loan payments. In this situation, the sale of the property may represent a viable alternative to foreclosure.

A short sale occurs when a property is sold and the net sale proceeds (sales price less the closing costs) are insufficient to pay off the outstanding loan balance (including additional charges) at the time of closing. Since the net sale proceeds are not sufficient to pay the outstanding balance in full, a "shortfall" is created. If Wells Fargo approves a short sale of a borrower's property, the shortfall deficiency (outstanding loan balance including additional charges less the net sale proceeds) will be forgiven.

Enclosed you will find the following materials regarding the short sale process:

- Short Sale Guidelines  
The guidelines detail important information regarding subjects such as: property marketing, workout processing and communication, approval terms and conditions, credit bureau reporting and IRS reporting.
- Workout Document Checklist to be Supplied by Borrowers  
This checklist itemizes the financial information required from all borrowers who are legally obligated to repay the loan.
- Sale Document Checklist to be Supplied by the Listing Realtor  
The checklist itemizes the property marketing and sale information required from the listing realtor.
- Financial Statement Form  
This form must be completed by all borrowers who are legally obligated to repay the loan.
- Third Party Authorization Form  
This authorization form allows Wells Fargo Bank, N.A. to discuss specific details of your account with a designated third party.

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The above information should be forwarded to the following address no later than fourteen (14) days from the date of this letter:

**Wells Fargo Bank, N.A.  
Home Equity Solutions  
Mac P6053-022  
18700 NW Walker Road # 92  
Portland, OR 97006-1971**

Upon receipt of the above, Wells Fargo will review your request. Wells Fargo will communicate its decision to you in writing approximately thirty (30) calendar days from receipt of a complete package. If incomplete information is received, the review process will be delayed. It is the borrower's responsibility to submit all information in a timely manner if a closing is to occur as scheduled.

Communication regarding the processing status and decision will be restricted to the borrower or his/her attorney or authorized representative. The borrower is responsible for informing the listing realtor of Wells Fargo's processing status and decision. The listing realtor is responsible for informing the selling realtor and buyer of Wells Fargo's processing status and decision.

Should you need assistance with creating an affordable budget and/or negotiating with other creditors, you may call HUD at 1-800-569-4287 or the National Foundation for Consumer Credit at 1-800-388-2227 for the name of a local agency which may be able to assist you.

Should you have any further questions, please feel free to contact us at the phone number listed below.

Sincerely,

LIQUIDATION SPECIALIST  
Collections Servicing  
866-970-7821

The laws of some states require us to inform you that this communication is an attempt to collect a debt and that any information obtained will be used for that purpose.

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### SHORT SALE GUIDELINES

A short sale occurs when a property is sold and the net sale proceeds (sales price less the closing costs) are insufficient to pay off the outstanding loan balance (including additional charges) at the time of closing. Since the net sale proceeds are not sufficient to pay the outstanding balance in full, a "shortfall" is created. If Wells Fargo approves a short sale of a borrower's property, the shortfall deficiency (outstanding loan balance including additional charges less the net sale proceeds) will be forgiven.

#### PROPERTY MARKETING:

- The property should be formally listed with a licensed real estate agent by signing a Listing Agreement. The selected listing realtor should have a sales territory that includes the subject property.
- The listing realtor should hold a valid state license and be a member of the local Board of Realtors. The listing realtor should list the property with the local MLS (Multiple Listing Service) to ensure that the property has fair exposure to all potential buyers.
- The Listing Agreement or Addenda should include the following clause:

"Seller may cancel this agreement prior to the ending date of the listing period without advance notice to the broker, and without payment of a commission or any other consideration, if the property is conveyed to the holder/mortgagee/beneficiary of the mortgage or deed of trust (hereafter the terms "mortgage" and "deeds trust" are referred to collectively as "Mortgage"), or to the Mortgage insurer."

- Any Sales Contracts entered into should state that the Sales Contract is contingent upon written approval of Wells Fargo. The Sales Contract must include the following two (2) clauses:

"The Seller's obligation to perform on this contract is subject to the rights of the Mortgage insurer (if any) and the Mortgage holder to the conveyance of the property."

"The sale of the property is contingent upon the Mortgage insurer's (if applicable) and Mortgage holder's approval of the sale. The property is to be sold in "AS IS" condition."

- Any Sales Contract entered into should allow for a minimum of forty-five (45) days from the date of contract acceptance by all parties (buyers and sellers) to closing.
- Wells Fargo is not a party to the Sales Contract or the seller in the transaction.
- The borrower must contact all subordinate lien/Mortgage holders prior to closing to secure release of the liens.

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**PROCESSING:**

- If the loan is in default, standard collection activities will continue to progress, including foreclosure proceedings. A delay of a foreclosure sale will be approved only on an exception basis. Approval of a delay will require evidence that all sales contract conditions and contingencies have been met other than the closing date. In no case will a delay of greater than thirty (30) days be approved.
- If you have a line of credit account that allows you to obtain additional credit advances (instead of a closed-end loan account), your right to obtain additional credit advances will be terminated as part of the short sale agreement between you and Wells Fargo.
- The standard processing time for a review of a short sale request is thirty (30) calendar days from the days of receipt of a complete financial package. A complete financial package includes all documents requested from the borrower and the listing realtor.
- Wells Fargo requires complete financial information from all borrowers who are legally obligated to repay the loan unless they have been expressly released from liability by Wells Fargo.
- Wells Fargo reserves the right to request additional documentation as may be necessary to verify a debt or a change in the borrower's financial situation and/or a hardship. Documentation may include written authorization from the borrower, enabling Wells Fargo to obtain information from another creditor about the borrower's obligation to the creditor, or re-verification of the borrower's financial status at the time of loan origination. A hardship is an event or series of events which were beyond the borrower's control, and resulted in a reduction to income and/or an increase in expenses.
- Wells Fargo reserves the right to terminate review of the short sale request if the borrower fails to provide all requested documentation.
- Wells Fargo requires a valuation of the property based on an interior and exterior inspection. Wells Fargo reserves the right to terminate review of the short sale request if the borrower fails to provide Wells Fargo's designated appraiser or realtor with such access to the property as is deemed necessary by Wells Fargo or the designated appraiser or realtor.

**COMMUNICATION:**

- Wells Fargo's communication regarding processing activities and the decision status of a short sale request is limited to the borrower and/or the borrower's attorney or authorized representative. Communication with the borrower's attorney or authorized representative requires that the borrower provide written authorization to Wells Fargo.
- Wells Fargo's communication regarding the borrower's account status, payment history, financial status, and ability to contribute to a shortfall is restricted to the borrower and/or the borrower's attorney or authorized representative.
- Wells Fargo's communication with the listing realtor is restricted to marketing activities on the subject property and the terms and conditions of the Sales Contract. Wells Fargo values the listing realtor's expertise, and relies heavily on the marketing history letter to fairly document the property's market value.

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- Wells Fargo's communication with any third party other than the borrower's attorney, or authorized representative or the listing realtor (i.e., buyer or selling agent) is not permitted, unless authorized by the borrower in writing. The listing realtor is responsible for informing the selling realtor and buyer of Wells Fargo's processing status and decision.

**APPROVAL TERMS AND CONDITIONS:**

- Wells Fargo is committed to thoroughly reviewing the borrower's request for a short sale transaction. However, Wells Fargo is under no obligation to approve a short sale.
- Wells Fargo discussions and negotiations do not constitute a short sale approval unless and until a final written agreement has been executed by Wells Fargo.
- Wells Fargo's short sale approval terms and conditions must be accepted by the borrower in writing. If the borrower requests any changes to Wells Fargo's approval terms and conditions, they must be requested in writing. Justification supporting the requested changes must be provided. If not accepted within the designated time frame, the approval becomes null and void.
- The borrower is to net no cash from the sale of the property.
- The borrower(s) is to remain responsible for the maintenance of the subject property until the property is sold, settlement has occurred, and Wells Fargo has released its Mortgage.
- The borrower(s) is to remain responsible for payment of condo, co-op, and/or homeowners association dues/fees until the property is sold, settlement has occurred, and Wells Fargo has released its Mortgage.

**CREDIT BUREAU REPORTING:**

- Wells Fargo will report the account that is the subject of the short sale transaction to the credit bureaus to whom Wells Fargo reports consumer account information as a charge-off.
- Wells Fargo will not change the historical payment record to reflect a history other than the actual payment history. Wells Fargo has an obligation to the creditor community to report factual data.

**IRS REPORTING:**

- Wells Fargo will report the short sale transaction to the IRS as may be required by current IRS regulations. It is the borrower's responsibility to consult with his or her tax advisor regarding any tax implications of the short sale transaction.

**CONTACTS FOR ADDITIONAL INFORMATION:**

Wells Fargo Bank, N.A.  
Home Equity Solutions  
Mac P6053-022  
18700 NW Walker Road # 92  
Portland, OR 97006-1971  
Phone: 866-970-7821  
Fax: 866-834-7949

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**WORKOUT DOCUMENT CHECKLIST  
(TO BE SUPPLIED BY BORROWER)**

**REQUEST FOR ASSISTANCE/HARDSHIP STATEMENT**

- A personal letter which states the reasons for the request. If a hardship has occurred, the borrower(s) should clearly state what the hardship is, when it occurred, and all efforts the borrower(s) has made to remedy the situation. The borrower should clearly state what he/she proposes as a reasonable resolution to his/her situation.
- Evidence of the hardship – death certificate, separation agreement and divorce decree, employment termination notice, pending lawsuit, physician's statement with medical bills, etc.

**FINANCIAL STATEMENT/CASH FLOW**

- A complete Financial Statement form (signed and dated) from all borrowers.

**INCOME**

- Earned income: The two (2) (most recent) pay stubs for all employed borrowers. If a borrower has more than one (1) employer, then pay stubs should be provided from each employer.
- Unearned income: The most recent award/pensions/benefit letter for any borrower who receives unearned income. Unearned income includes: government entitlement programs, Unemployment Income, Social Security, Supplement Security Income, Aid to Dependent Families, Retirement Benefits, Pensions, Veteran's Benefits, Workman's Comp, Trust Income, Disability Benefits, etc.
- Signed copies of your last two (2) filed US Individual Income Tax Returns (1040/1040A) with all W2's, 1099's and Schedules. If a tax return is outstanding and will be filed, copies of the W2's and 1099's should be provided as well as a copy of the Application for Extension.
- Current lease(s) on the subject property if a unit or multiple units are currently rented.

**SELF-EMPLOYMENT INCOME**

- A year-to-date Profit and Loss Statement for the current year.
- Signed copies of your last two (2) filed US Business Tax Returns (1065/1120S/1120) with K1's and all schedules. If a tax return was not filed, a year-to-date Profit and Loss Statement prepared by an accountant should be provided.

**EXPENSES/DEBTS/LIABILITIES**

- A copy of the Note for any subordinate lien (2<sup>nd</sup> Mortgage or line of credit) on the subject property.
- A copy of the most recent statement for homeowners' association fees/dues and special assessments including statements issued by a cooperative, condominium, or planned unit development association. The statement should indicate the payment status of the fees/dues, required monthly payment, and the total due.
- A copy of the most recent statement for outstanding and/or delinquent real estate taxes.



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#### **ASSETS**

- The three (3) most recent asset statements for all accounts listed on the Financial Statement or Schedule B of your last two (2) filed US Individual Income Tax Returns. Assets include checking accounts, savings accounts, IRA's, money market accounts, certificates of deposit, stocks, etc.

#### **MORTGAGE ENCUMBERED PROPERTY**

- Written explanation of required property repairs and associated costs with copies of contractors' bids/proposals.
- Copies of applications/claims filed with and written responses from FEMA, the SBA, and/or homeowner's insurance agent if the property has been impacted by a natural disaster: earthquake, flood, hurricane, etc.

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**SALE DOCUMENT CHECKLIST  
(TO BE SUPPLIED BY LISTING REALTOR)**

**LISTING**

- A copy of all fully executed Listing Agreements and Addenda on the subject property within the prior twelve (12) months.
- An MLS (Multiple Listing Service) printout for the subject property.
- A business card of the listing realtor.

**MARKETING ACTIVITY/VALUE**

- The listing realtor's Broker's Price Opinion (market analysis) with comparable data from three (3) active listings and three (3) closed sales within the prior six (6) months. Proximity/distance of the comparables should be stated. Comparables should be within a 1-mile radius of the property. A STREET VIEW PHOTO OF THE SUBJECT PROPERTY SHOULD BE ATTACHED.
  - The listing realtor's Broker's Price Opinion should state the following:
    - a) list price and sales price for a sale within 90 days or less.
    - b) list price and sales price for a sale within 90 – 180 days.
    - c) number of comparable properties currently listed for sale in the immediate area.
    - d) the average marketing time for comparable sales.
- The listing realtor's Marketing Activity Letter should state the following:
  - a) details of all marketing activity on the subject property since the initial listing: i.e., advertising, showings, open house, offers with proposed terms, etc. If a previous offer was withdrawn, the reason(s) should be provided.
  - b) any unique factors that influence marketability of the property.
  - c) reasons for the variance if there is more than a 5% difference between the current list price and the sales price.
  - d) adjustments which have been made to the list price as a result of disrepair, vandalism, theft, natural disaster, or property casualty along with an estimate of required repairs, if available. Copies of contractors' bids should be provided.

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**SALE**

- A copy of the fully-executed Sales Contract/Purchase Offer on the subject property with all addenda including counter-offers. The property is to be sold in "AS IS" condition. The closing date should be a minimum of 45 days from contract acceptance. A contract will not be considered valid if it has not been accepted by all parties, or if the closing date has expired.
- A copy of the earnest money deposit check made out to the realtor or escrow agent and a receipt for the funds.
- A copy of the buyer's pre-approval, pre-qualification approval, and/or loan commitment letter issued by the Mortgage lender that is subject only to the receipt of a satisfactory appraisal.
- Copies of the buyer's asset statements that verify the cash to close if the sale is an "all cash" transaction.
- A copy of the Escrow Instructions signed by the buyer(s) and seller(s) (California only).
- The name, company, address, phone number, and fax number of the escrow officer/closing agent/attorney.
- The net sheet (estimated settlement statement) which itemize all costs and payoffs including sales commissions, settlement costs, and proposed payoffs of superior liens/deeds of trust.



Personal Financial Statement

To: \_\_\_\_\_

If I have any questions regarding the completion of this form, I should contact my Wells Fargo representative.

APPLICANT

Name \_\_\_\_\_

Social Security number \_\_\_\_\_

Address \_\_\_\_\_

Time at Residence \_\_\_\_\_

Telephone number \_\_\_\_\_

Date of birth \_\_\_\_\_

Present employer \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Time at Employer \_\_\_\_\_

Business phone \_\_\_\_\_

Loan purpose \_\_\_\_\_

CO-APPLICANT

Name \_\_\_\_\_

Social Security number \_\_\_\_\_

Address \_\_\_\_\_

Time at Residence \_\_\_\_\_

Telephone number \_\_\_\_\_

Date of birth \_\_\_\_\_

Present employer \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Time at Employer \_\_\_\_\_

Business phone \_\_\_\_\_

Loan purpose \_\_\_\_\_

- Attach separate sheet if you need more space to complete detail schedule
- Round all amounts to the nearest \$100

Date of valuation \_\_\_\_\_

Assets (assets you own)	Amount			Liabilities (debts you owe)	Amount		
Cash in this bank: Checking				Loans payable to banks (schedule 7)			
Savings				Loans payable to others (schedule 7)			
C.D.s				Installment contracts payable (schedule 7)			
IRA				Amounts due to dept. stores and others			
Cash in other banks				Credit cards (MasterCard, Visa & others)			
Due from friends, relatives and others (schedule 1)				Income taxes payable			
Deeds of trust and contracts for deed owned (schedule 2)				Other taxes payable			
Securities owned/Retirement accounts (schedule 3)				Loans on life insurance (schedule 4)			
Cash surrender value of life insurance (schedule 4)				Deeds of trust on homestead (schedule 6)			
Homestead (schedule 5) Other real estate owned (schedule 5)				Deeds of trust or liens on other real estate owned (schedule 6)			
Automobiles (year, make, model)				Contracts for deed (schedule 6)			
				Other liabilities (detail)			
Personal property							
Other assets (detail)							
TOTAL ASSETS				TOTAL LIABILITIES			
				Net worth (total assets less total liabilities)			
TOTAL				TOTAL			

Annual Income	Applicant			Co-applicant			Contingent Liabilities	Amount		
Salary							As endorser			
Commissions							As guarantor			
Dividends							Lawsuits			
Interest							For taxes			
Rentals							Other (detail)			
Alimony, child support or maintenance (you need not show this unless you wish us to consider it).										
Other							<input type="checkbox"/> Check here if "none"			
TOTAL INCOME							TOTAL CONTINGENT LIABILITIES			

**SCHEDULE 1 DUE FROM FRIENDS, RELATIVES AND OTHERS**

Name of debtor	Owed to	Collateral	How payable	Maturity Date	Unpaid balance		
			\$ per				
			\$ per				
			\$ per				
TOTAL							

**SCHEDULE 2 DEEDS OF TRUST AND CONTRACTS FOR DEED OWNED**

Name of debtor	Type of property	1 <sup>st</sup> or 2 <sup>nd</sup> lien	Owed to	How payable	Unpaid balance		
				\$ per			
				\$ per			
				\$ per			
				\$ per			
TOTAL							

**SCHEDULE 3 SECURITIES OWNED/RETIREMENT ACCOUNTS**

No. shares or Bond amount	Description	In whose name(s) registered	Cost			Present Market Value			L- listed U - unlisted
TOTAL									



	APPLICANT	CO-APPLICANT
<i>Have I ever gone through bankruptcy or had a judgment against me?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are any assets pledged or debts secured except as shown?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Have I made a will?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Number of dependents (if none, check "None")</i>	_____ <input type="checkbox"/> None	_____ <input type="checkbox"/> None
<i>Marital status [answer only if this financial statement is provided in connection with a request for secured credit, applicant is seeking a joint account with spouse, or applicant or co-applicant is a resident of a community property state (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington or Wisconsin) or is relying on property located in such a state as a basis for repaying the credit requested.]</i>	<input type="checkbox"/> Married	<input type="checkbox"/> Married
	<input type="checkbox"/> Separated	<input type="checkbox"/> Separated
	<input type="checkbox"/> Unmarried	<input type="checkbox"/> Unmarried
	<i>(Unmarried includes single, divorced, widowed)</i>	<i>(Unmarried includes single, divorced, widowed)</i>

The foregoing statement, submitted for the purpose of obtaining approval for a short sale transaction, is true and correct in every detail and fairly shows my/our financial condition at the time indicated. I/we will give you prompt written notice of any subsequent substantial change in such financial condition occurring before discharge of my/our obligations to you. I/we understand that you will retain this personal financial statement whether or not you approve the short sale in connection with which it is submitted. You are authorized to check my/our credit and employment history or any other information contained herein.

THE UNDERSIGNED CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM HAS BEEN CAREFULLY REVIEWED AND THAT IT IS TRUE AND CORRECT IN ALL RESPECTS.

\_\_\_\_\_  
Date

\_\_\_\_\_  
My signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-applicant signature



### Authorization To Communicate With Third Party

To: Wells Fargo Bank, N.A.  
From: Borrower Name  
Subject: Wells Fargo Home Equity Account Number \_\_\_\_\_

I, \_\_\_\_\_, the undersigned, am the borrower under the terms of the above referenced Wells Fargo Home Equity Account ("Account"). This is to confirm that I do authorize Wells Fargo Bank, N.A. ("Wells Fargo") to communicate, orally or in writing, about any and all information regarding my Account with the person or persons designated below. Wells Fargo may communicate with the designated person(s) about any Account related information, including but not limited to, the balance, delinquency status, payment terms, interest rate, due date and payment history. Wells Fargo may also discuss possible loss mitigation options with the designated person(s), such as modification, extension or short sale, as well as any other matter related to my Account.

I understand that this authorization does not entitle the designated person(s) to advance any available credit, sign any documents on my behalf, or make financial decisions regarding my Account. I also understand that the designated person(s) may be asked by Wells Fargo to provide certain personal information in order to verify their identity, before Wells Fargo will communicate with them regarding any aspect of my Account.

I have marked the box(es) below that are immediately in front of the person(s) I authorize Wells Fargo to communicate with regarding my Account:

<u>Name</u>	<u>Phone #</u>	<u>Relationship</u>
<input type="checkbox"/> _____	_____	Spouse
<input type="checkbox"/> _____	_____	Realtor
<input type="checkbox"/> _____	_____	Settlement/Closing Agent
<input type="checkbox"/> _____	_____	Title Company Representative
<input type="checkbox"/> _____	_____	Other: _____

\_\_\_\_\_(Signature)  
Borrower Name – (Typed)

Signed and Dated on \_\_\_\_\_, 20\_\_.



## FINANCIAL WORK SHEET

Primary Insurance Certificate No. : <input style="width: 90%;" type="text"/>	LOAN No. : <input style="width: 90%;" type="text"/>
	MIC/LGIC No. : <input style="width: 90%;" type="text"/>

Borrower's Name : <input style="width: 90%;" type="text"/>	Social Security # : <input style="width: 90%;" type="text"/>
Borrower's Name : <input style="width: 90%;" type="text"/>	Social Security # : <input style="width: 90%;" type="text"/>
Home Phone No. : <input style="width: 45%;" type="text"/>	Work Phone No. : <input style="width: 45%;" type="text"/>
If necessary who should we call to set up an appointment to appraise the property: <input style="width: 90%;" type="text"/>	

### PROPERTY ADDRESS

Street Address, City, State, Zip Code :

**MAILING ADDRESS** (If different than property address)       Rent     Own    How Long

Street Address, City, State, Zip Code:

### I. MONTHLY INCOME DATA

DESCRIPTION	INCOME BORROWER	INCOME CO-BORROWER	TOTAL
Net Salary Wages	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Commission/ Bonuses	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Other (Identify)	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Total Net Income	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

### II. ASSETS

### III. LIABILITIES

DESCRIPTION	ESTIMATED VALUE	DESCRIPTION	MONTHLY PAYMENT	BALANCE DUE
HOME	<input style="width: 90%;" type="text"/>	MORTGAGE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
OTHER REAL ESTATE	<input style="width: 90%;" type="text"/>	OTHER MORTGAGE/RENT	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
AUTOMOBILE	<input style="width: 90%;" type="text"/>	ALIMONY/CHILD ARE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
AUTOMOBILE	<input style="width: 90%;" type="text"/>	AUTOMOBILE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
CHECKING ACCOUNTS	<input style="width: 90%;" type="text"/>	AUTOMOBILE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
SAVING/MONEY MRKT	<input style="width: 90%;" type="text"/>	UTILITIES (TOTAL)	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
IRA/EOGH ACCOUNTS	<input style="width: 90%;" type="text"/>	STUDENT LOAN	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
401K/ESOP ACCOUNTS	<input style="width: 90%;" type="text"/>	CREDIT CARDS (TOTAL)	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
STOCK/BOND CD'S	<input style="width: 90%;" type="text"/>	FOOD/GROCERIES	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
OTHER INVESTMENTS	<input style="width: 90%;" type="text"/>	TRANSPORTATION	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	TUITION	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	LIFE INSURANCE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	HEALTH INSURANCE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	AUTO INSURANCE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	HOME ASSOCIATION DUES	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	PROPERTY TAXES	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	ENTERTAINMENT	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	PHONE/CELL PHONE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	CABLE/INTERNET	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	PROPERTY MAINTENANCE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

		CHARITIES/CHURCH		
		CLOTHING/DRY CLEANING		
		GYM/CLUB DUES		
		OTHER: PLEASE LIST		
<b>TOTAL:</b>				
Please briefly explain your hardship or reason for being delinquent:				

I (we) certify that the financial information stated above is true, and is an accurate statement of my/our financial condition.  
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 obtain a credit report to verify the information in this financial to be accurate.

**NOTICE:** ATI Title Co. is a subsidiary of Norwest Mortgage, Inc. A lender is allowed to require the use of an Attorney, Escrow Agent, Credit Reporting Agency or Real Estate Appraiser chosen to represent the lender's interest.

By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FINAL INSTRUCTIONS**

- \* Make sure you have signed and dated the form
- \* Include copy of your last year's Federal Tax Return with all attachments
- \* Include copy of your most recent pay stubs or proof of income if self-employed

**AFFIDAVIT OF “ARM’S LENGTH TRANSACTION”**

All Parties to the contract on the premises:

Property address:

Hereby affirm that this is an “Arm’s Length Transaction”,

No party to this contract is a family member, business associate, or share a business interest with the mortgagee. Further, there are no hidden terms or special understandings between the seller or buyer or their agents or Mortgagee.

The Buyers and Sellers nor their Agents have any agreements written or implied that will allow the Seller to remain in the property as renters or regain ownership of said property at anytime after the execution of this short sale transaction. None of the parties shall receive any proceeds from this transaction except the sales commission.

\_\_\_\_\_  
(Seller)                      Date

\_\_\_\_\_  
(Seller)                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



\_\_\_\_\_  
(Seller’s Agent)              Date

\_\_\_\_\_  
(Buyer’s Agent)              Date

\_\_\_\_\_  
Print Name and Company

\_\_\_\_\_  
Print and Company



\_\_\_\_\_  
(Buyer)                      Date

\_\_\_\_\_  
(Buyer)                      Date

\_\_\_\_\_  
Print Name and Title Co. Name

\_\_\_\_\_  
Print Name and Title Co. Name

**Closing date extension**

All parties agree to close within 30 days of written approval from the investors and Wells Fargo. This document also extends the contract acceptance date to within 15 days from the investors' approval.

Seller: \_\_\_\_\_ Date: \_\_\_\_\_

Seller: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

Broker: \_\_\_\_\_ Date: \_\_\_\_\_

Broker: \_\_\_\_\_ Date: \_\_\_\_\_

## **Wells Fargo Financial**

4119 121st Street  
Urbandale, IA 50323  
800-275-9254



Thank you for your interest in our **Home Preservation Program**. By expressing your interest to work with us, you have taken the first step in resolving your current situation. Once we receive the documents requested from you and begin evaluating your financial information worksheet, some of the options that may become available to you include:

- Repayment Plan – We can consider a payment plan that will fit your budget and possibly bring your account current by the end of the plan.
- Loan Modification – This program may allow the terms of your loan to be adjusted and brought current.
- Extension – This payment relief option would bring your account current by putting the past due amount on the end of the loan and allows you to continue making your monthly payment.
- Home Sales Program – If your home is currently listed for sale or you are thinking about listing your home with a realtor, Wells Fargo Financial has a team of sales specialists that will work with you and your agent. This team will make the sale process flow as smoothly as possible. If the home's market value is less than the total amount owed, the sales specialist will work closely with you and the realtor to help you resolve this issue in the best way possible.

In order for us to get started right away, we need a few documents from you. It is extremely important that the financial information you provide is complete and as accurate as possible to avoid delays in evaluation. You will need to print out, complete and return the enclosed documents.

If you are in a position to bring your account current without our assistance, please call us at (800) 275-9254, Monday through Friday, 8 AM to 9 PM, Central Time and Saturday 8AM to 7PM, Central Time.

Please fax\* or mail your completed package to: Wells Fargo Financial Real Estate  
Attention: Home Preservation Department  
MAC F4012-011  
4143 121st Street  
Urbandale, IA 50323  
Fax: (877) 455-9956

**\*Your faxed information is secure and will be kept strictly confidential.**

The laws of some states require us to inform you that this communication is an attempt to collect a debt and any information obtained will be used for that purpose.

**Wells Fargo Financial**

4119 121st Street  
Urbandale, IA 50323  
800-275-9254



**DETAILED HARDSHIP LETTER**

**Account Number:**

**Name:**

**Best Number to Contact you:**

**Best Time of the Day to Call You:**

**Cell Phone #                      Check here  For Consent to Call**

Please explain to us in writing your reason for delinquency. Please be very specific in the events that have happened as this will be included in the decision of the hardship program.

1. What caused you to get behind on your mortgage payments?

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2. Approximately, when did this hardship occur?

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3. Is this an ongoing hardship, and if so, are there any additional monthly expenses associated with the problem?

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**Wells Fargo Financial**

4119 121st Street  
Urbandale, IA 50323  
800-275-9254



4. In regards to your monthly mortgage payment(s), how much extra can you pay to bring your account up to date?

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5. Is the home up for sale? If yes what is your realtor name and number?

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6. Homeowner's insurance current or expired? Agent name and contact number?

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7. Property taxes are they current or past due? If past due, what is the amount and are you on a workout plan with the county to resolve them?

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\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower Signature

\_\_\_\_\_  
Dat



# Wells Fargo Financial

4119 121st Street  
 Urbandale, IA 50323  
 800-275-9254



## FINANCIAL INFORMATION SHEET

<b>Borrower's Name(s)</b>		<b>Account Number:</b>	
Name:		Social Security Number:	
Name:		Social Security Number:	
Home Phone Number:		Work Phone Numbers:	
Other numbers (cell phone, etc):			

Property Address: circle one: primary residence or rental property

Mailing Address (if different than property address ) <b>Own</b>	How Long:
Street Address, City, State, Zip Code	

Present Employer (borrower)		Date of Employment:	<b>FULL</b>
Present Employer (co-borrower)		Date of Employment:	Status: full time or part time

<b>Monthly Income Information: (Note: please provide two most recent pay stubs.)</b>			
Description	Income (borrower)	Income (Co-borrower)	Total
Net Salary/Wages			
Commission/Bonuses			
Other Income (explain)			
<b>Total Net Income</b>			

<b>Assets</b>	Estimated Value	Comments
Wells Fargo Financial Secured Property:		
Other Real Estate (explain):		
Automobile (Make and Model)		
Automobile (Make and Model)		
Checking Accounts		
Savings/Money Market Accounts		
IRA/Keogh Accounts		
401K/ESOP Accounts		
Stocks/Bonds, CD's		
Life Insurance (Cash Value)		
Other		

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4119 121st Street  
 Urbandale, IA 50323  
 800-275-9254



<b>Liabilities:</b>	Monthly Payment	Balance Due	Company Name
First Mortgage Payment			
Second Mortgage Payment			
Other Mortgage or Rent Payment			
Property Taxes			
Homeowner's Insurance			
Automobile Payment			
Automobile Payment			
Credit Card Payment			
Personal Loan Payment			
Utilities (explain)			
Health Insurance			
Child Care Expenses			
Alimony/Child Support			
Student Loan Payment			
Medical Expenses			
Transportation Expense			
Miscellaneous Expense (explain)			
The laws of some states require us to inform you that this communication is an attempt to collect a debt and any information obtained will be used for that purpose.			



*Wells Fargo Financial*  
4143 121<sup>st</sup> St.  
Urbandale, IA 50323  
800-275-9254

## **OTHER REQUIRED DOCUMENTS**

Current income documents are needed to accurately assess your financial situation to determine the best solution to fit your unique needs. Please immediately return all documents that would correspond to your current sources of income.

### Wage Earner:

- Previous 2 years W-2's
- Completed Information Disclosure (form enclosed)
- Two most recent pay stubs

### Business for Self:

- Previous 2 years signed tax returns
- Year to date profit and loss statement
- IRS Forms 1099/W-2

### Fixed Income:

- Current SSI/Disability award letters
- Pension annuity statement
- Recent bank statements showing deposits

If you have other sources of income that you wish to be included please provide documentation. Additional items may be requested upon further review of your documents.