



P: 888-217-7652

F: 973-671-4113

E: customerservice@bifils.com

Dear Homeowner,

There are possible options available for borrowers who are unable to afford payments and wish to avoid foreclosure. In order to review a loss mitigation packet is necessary for BIFI Loan Servicing to fully evaluate your situation; therefore, it is important that we receive at a minimum the following information:

- Completion of Financial Analysis Form – enclosed.
- Executed Hardship Letter
- Copy of 2 most recent Bank Statements (full copies including blank pages by banking institution)
- Copy of 2 most recent Pay-Stub
- 12 months Profit and Loss statements, if self-employed
- Previous Year's Tax Return or last 2 years' W-2 forms
- Completed and signed IRS Form 4506T
- Award letter stating your Social Security, disability, or pension earnings
- Copy of recent utility bill(s) (i.e. electric, gas, water etc.)

Additionally, the United States Department of Housing and Urban Development (HUD) sponsors free housing counseling services. Visit the following website <https://apps.hud.gov/offices/hsg/sfh/hcc/fc/> to find a HUD-Approved housing counselor in your area or call (800) 569-4287

#### Beware of Scams!

Unfortunately, homeowners looking for mortgage help can be victimized by scam artists. Foreclosure rescue and mortgage modification scams are a growing problem that could cost you thousands of dollars.

- Beware of anyone who asks you to pay a fee in exchange for counseling services or the modification of a delinquent loan.
- Beware of people who pressure you to sign papers immediately or who try to convince you that they can "save" your home if you sign or transfer over the deed to your house.
- Do not sign over the deed to your property to any organization or individual unless you are working directly with your mortgage company to forgive your debt.
- Never make a mortgage payment to anyone other than your mortgage company without their approval.
- If you believe you have been the victim of a scam, you should file a complaint with the Federal Trade Commission (FTC).

Visit the FTC's online Complaint Assistant or call 877-FTC-HELP (877-382-4357) for assistance in English or Spanish.

Sincerely,

BIFI Loan Servicing LLC

**490 Schooleys Mountain Road. Suite 7, Hackettstown, NJ 07840**

This communication is from a debt collector but does not imply that BIFI Loan Services, LLC is attempting to collect money from anyone whose debt has been discharged pursuant to (or who is under the protection of) the bankruptcy laws of the United States; in such instances, it is intended solely for informational purposes and does not constitute a demand for payment. Company NMLS #: 2106411



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**FINANCIAL ANALYSIS FORM**

**Homeowner**

**Co-Homeowner**

Name:	_____	_____
Home Telephone:	_____	_____
Cell Phone:	_____	_____
Email Address:	_____	_____
Best Time to Communicate:	_____	_____

**QUESTIONNAIRE**

The property is currently:     Owner Occupied     Second Home     Rental Property     Vacant

Requested Assistance:     Loan Modification     Short Sale/Deed-In-Lieu     Forbearance     Other

Property Taxes:     Current     Paid by Mortgage Company     Delinquent     Unknown  
*Please provide tax bill is available including delinquent years*

Property Insurance:     Current     Paid by Mortgage Company     Uninsured     Force Placed Insurance  
*Please provide most up to date insurance policy*

The property is in a Homeowner Association:    Yes    No

If yes:    Are the HOA dues current?    Yes    No

When are the HOA due and amount?    \_\_\_\_\_

*Please provide most up to date HOA Statement*

**INCOME**

Monthly Gross Income:	_____	_____
Employment:	_____	_____
Self-Employment:	_____	_____
Rental Income:	_____	_____
Unemployment:	_____	_____
Child Support Alimony:	_____	_____
Disability/Social Security:	_____	_____
Public Assistance:	_____	_____
Other:	_____	_____
<b>Total Monthly Income</b>	_____	_____

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**HOUSEHOLD EXPENSES**

First Mortgage: \_\_\_\_\_ Property Taxes: \_\_\_\_\_  
2<sup>nd</sup> Mortgage: \_\_\_\_\_ Homeowner's Insurance: \_\_\_\_\_  
Other Mortgage: \_\_\_\_\_ HOA: \_\_\_\_\_

**AUTO EXPENSES**

Monthly Payments: \_\_\_\_\_  
Auto Insurance: \_\_\_\_\_  
Fuel: \_\_\_\_\_

**UTILITIES**

Water: \_\_\_\_\_ Phone: \_\_\_\_\_ Gas: \_\_\_\_\_  
Electric: \_\_\_\_\_ Cable: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Sewer: \_\_\_\_\_ Internet: \_\_\_\_\_

**MISC EXPENSES**

Groceries: \_\_\_\_\_  
Spending Money: \_\_\_\_\_  
Child Support: \_\_\_\_\_  
Alimony: \_\_\_\_\_  
Medical: \_\_\_\_\_  
Child Care: \_\_\_\_\_  
Credit Cards: \_\_\_\_\_  
Pet Care: \_\_\_\_\_  
Personal Loan(s): \_\_\_\_\_  
Charitable Contributions: \_\_\_\_\_  
Life Insurance: \_\_\_\_\_

**HOUSEHOLD ASSETS**

Checking Account Balance: \_\_\_\_\_  
Savings Account Balance: \_\_\_\_\_  
Stocks/Bonds: \_\_\_\_\_  
Investments (401k, IRA, etc.): \_\_\_\_\_  
Other Equities: \_\_\_\_\_  
Cash on Hand: \_\_\_\_\_  
Other: \_\_\_\_\_

1. What has caused the financial hardship?

\_\_\_\_\_  
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