

green tree

December 3, 2009

Customer Name:
Co-Borrower Name:
Address:
City,State,Zip:

Green Tree Servicing LLC
Attention: Central Recovery, T120
7360 S. Kyrene Road
Tempe, AZ 85283-9814

RE: Account #
Prop. Addr:
Fax #:
Short Sale Processing Procedures

Dear :

Thank you for contacting Green Tree Servicing LLC* ("Green Tree"). Listed below is an overview of the short sale process guidelines. Please read them carefully, as failing to provide the appropriate documents could lead to slower processing of your application.

- Before your property can be considered for a short sale, ***you will need to complete the attached Short Sale Application in its entirety.***
- A complete application includes the:
 - Pre-filled fax cover sheet
 - General Customer/Realtor Information Worksheet (1 page)
 - Customer Financial Information Worksheet (3 pages)
 - 1st Mortgage Information Worksheet, including Authorization to speak to 1st Lien Holder (2 pages)
 - Short Sale Application Instruction
 - Preliminary, completed HUD-1 for the transaction
 - Your customer hardship letter
 - statements for all asset accounts disclosed in the Customer Financial Worksheet (all pages).
 - 2 months of checking and savings accounts (all pages).
 - Listing Agreement
 - Purchase Agreement
 - 2 months proof of income (recent paycheck stubs).
 - 2007 & 2008 tax returns
- *We will not consider incomplete applications*, and sending any unnecessary information will only slow down the application process.
- ***Please fax the completed application to us at (866) 238-6143***
- ***Please do not call to confirm receipt of your application.*** Due to the volume of applications, we are not able to confirm receipt of faxes. Your fax machine confirmation serves as sufficient confirmation that we have received your application.
- Applications are reviewed on a first-come, first-served basis. Once the process begins, an associate will be assigned to review your application and will call you about your application status. ***The application review process may take between 10-15 business days, so please be patient.***
- If you do not receive a call from one of our associates ***within 15 business days*** of submitting your application, please call us at (877) 256-4871. However, if you call us before this time, we will not have your application review completed, and will be unable to help you. NOTE: Once a Green Tree associate calls, you may contact us directly so that we may complete your approval.
- As you put together your short sale package, please note that ***we will decline offers that include excessive fees or charges*** such as realtor commissions or loss mitigation/short sale consulting fees.

Sincerely,

Green Tree

* For purposes of this communication, Green Tree Servicing LLC includes: in Alabama, Green Tree-AL LLC; in Minnesota, Green Tree Loan Company; and in Pennsylvania, Green Tree Consumer Discount Company.

This is an attempt to collect a debt and any information obtained will be used for that purpose.

Short Sale Fax Cover Sheet

Date: _____
From: _____
Number of Pages: _____

To: _____
Customer Name: _____
Account #: _____
Property Address: _____

Green Tree Servicing LLC
Central Recovery, T120
7360 S. Kyrene Road
Tempe, AZ 85283-9814

Contact #: 1-877-256-4871
Fax: 1-866-238-6143

Short Sale Application completion checklist:

Please make sure that you have completed the following items before faxing in your application. Incomplete applications will not be considered.

- General Customer/Realtor Information Worksheet (1 page)
- Customer Financial Information Worksheet (3 pages)
- 1st Mortgage Information Worksheet, including Authorization to speak to 1st Lien Holder (1 page)
- Short Sale Application Instruction (1 page)
- Completed, preliminary HUD-1 for this transaction
- Customer hardship letter
- Statements for all asset accounts disclosed in the Customer Financial Worksheet
- 2 months of checking and savings accounts (all pages).
- Listing Agreement
- Purchase Agreement
- Proof of Income (2 recent paycheck stubs)
- 2007 & 2008 tax returns

As a reminder, your fax machine’s confirmation serves as confirmation that we have received your application. Please wait 10-15 business days before calling to check on the status of your application, as we will not have any information prior to that time. Thank you in advance for your patience.

The information contained in this facsimile transmission is privileged and confidential, and for the sole use of the intended recipient. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of the accompanying communication is prohibited. If you have received this communication in error, immediately notify us by telephone at the contact number above.

General Customer / Realtor Information Worksheet

Please provide the information below for the customer/account requesting a short sale:

Name: _____

Account #: _____

Address of mortgaged property: _____

Current address: _____

Home phone: _____

Work phone: _____

Current employer: _____

Employer address: _____

Tenure with employer: _____

Is the property to be short sold owner-occupied (circle one): Yes No

Realtor name: _____

Address: _____

Work phone: _____

Cell phone: _____

Customer Financial Worksheet (Page 1 of 3)

All information **must be completed** for your Short Sale Application to be considered.

Name: _____ Account #: _____

How were the Mortgage Loan Proceeds used?

<u>Uses</u>	<u>Amount</u>	
To purchase this property:	\$ _____	
Payoff other Debt:		
Credit Cards:	\$ _____	
Mortgages:	\$ _____	
Vehicle (e.g., car, boat):	\$ _____	
Living Expenses:	\$ _____	
Make Payments on 1 st Mortgage:	\$ _____	
Home Repairs:	\$ _____	
Repairs on other real estate:	\$ _____	Address: _____ _____
Home Upgrades:	\$ _____	
Upgrades on other real estate:	\$ _____	Address: _____ _____
Purchase other real estate:	\$ _____	Address: _____ _____
Down payment on other real estate:	\$ _____	Address: _____ _____
Purchase other assets (e.g., car, boat, RV):		
	\$ _____	Type: _____
	\$ _____	Type: _____
	\$ _____	Type: _____

Customer Financial Worksheet (Page 2 of 3)

All information **must be completed** for your Short Sale Application to be considered.

Name: _____ Account #: _____

Other Real Estate Owned:

1. Address: _____

1st Mortgage: Lender: _____ Balance: \$ _____
2nd Mortgage: Lender: _____ Balance: \$ _____

2. Address: _____

1st Mortgage: Lender: _____ Balance: \$ _____
2nd Mortgage: Lender: _____ Balance: \$ _____

3. Address: _____

1st Mortgage: Lender: _____ Balance: \$ _____
2nd Mortgage: Lender: _____ Balance: \$ _____

Other Assets (All assets must be disclosed): Statements for all asset accounts **MUST** be included.

Automobile/Truck/Motorcycle: Year: _____ Make: _____ Model: _____
Amount Owed: \$ _____ Lien Holder: _____

Automobile/Truck/Motorcycle: Year: _____ Make: _____ Model: _____
Amount Owed: \$ _____ Lien Holder: _____

Automobile/Truck/Motorcycle: Year: _____ Make: _____ Model: _____
Amount Owed: \$ _____ Lien Holder: _____

Retirement Account: Type: _____ Value: _____

Investment Account: Type: _____ Value: _____

Bank Account: Type: _____ Value: _____

Bank Account: Type: _____ Value: _____

Savings Account: Type: _____ Value: _____

Other: Description: _____ Value: _____

All assets should be listed. Additional assets not included above may be listed on a separate sheet.

Customer Financial Worksheet (Page 3 of 3)

All information **must be completed** for your Short Sale Application to be considered.

Name: _____ **Account #:** _____

Monthly Income:

Source Name: _____ Monthly Gross/Net: \$ _____ / _____

Source Name: _____ Monthly Gross/Net: \$ _____ / _____

Source Name: _____ Monthly Gross/Net: \$ _____ / _____

Source Name: _____ Monthly Gross/Net: \$ _____ / _____

Monthly Expenses:

Transportation (gas, maintenance, insurance, etc.): \$ _____

Household (food, maintenance, taxes, insurance etc.):
\$ _____

Utilities: \$ _____

HOA: \$ _____

Medical: \$ _____

Insurance: \$ _____

Automobiles/Other: \$ _____

Credit Cards: \$ _____

Are there any other changes to your financial situation since loan origination that we should be aware of that are not already incorporated into your hardship letter? Please explain fully.
