

# TCF NATIONAL BANK

Borrower Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_

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

In order for TCF National Bank to consider your request for a short sale settlement of the above-referenced loan you must provide TCF National Bank with the following documentation by faxing the same to TCF National Bank, Attn: Short Sale Department, (630) 986-7023.

**DO NOT SEND AN INCOMPLETE OR PARTIAL PACKAGE OR YOUR REQUEST WILL NOT BE CONSIDERED. ALL DOCUMENTATION MUST BE FULLY COMPLETED AND RECEIVED BEFORE BEING CONSIDERED BY TCF NATIONAL BANK.**

- Signed authorization from the borrower(s) permitting TCF National Bank to discuss this loan with a third party, if necessary (realtor, attorney, etc.)
- Copy of the purchase contract and any Riders or modifications thereto, executed by both the buyer(s) and seller(s).
- An estimated or preliminary HUD-1 settlement statement from the closing agent showing approximate closing costs. A net sheet or Good Faith Estimate will not be accepted. (This statement must reflect the following:
  - The Seller/Mortgagor is to receive no proceeds from this settlement;
  - The total real estate commission must not exceed 5% of the purchase price;
  - Attorneys' Fees must not exceed \$750.00;
  - The Seller/Mortgagor shall be responsible for the payment of any outstanding utility charges, including but not limited to, any amounts due for water, sewer or sanitary charges;
  - The Seller Mortgagor shall be responsible for the payment of any outstanding amounts due to the association governing the property, including but not limited to, any amounts due for past due assessments, move-in/move-out charges or deposits, and any fees or costs to acquire any documents required for the sale of the property;
  - Please note, excessive fees and closing costs, including but not limited to title charges, survey costs and other miscellaneous closing fees to be deducted from the Seller's proceeds will not be approved.

- Copy of listing agreement. PLEASE NOTE, THE REAL ESTATE SALES COMMISSION MUST NOT EXCEED 5% OF THE PURCHASE PRICE.
- Copy MLS with MLS list history (from the MLS archive) and comperables.
- Occupancy status of the property:
  - Vacant
  - Occupied
- Written explanation of the cause of the current financial situation (Attached Hardship Letter must be completed and signed).
- The enclosed Personal Financial Statement, completed and signed.
- Copy of the mortgagor's(s') last 2 pay stub(s) which include year-to-date information.
- Copy of last three months' bank statements for all deposit accounts held by the mortgagor(s).
- Copy of the mortgagor's(s') 2 most recent federal tax return, with all schedules and attachments including the W-2's.
- If applicable, a current payoff statement from the first trust deed or mortgage holder (other than TCF National Bank), if applicable.
- Written confirmation from all junior lien holders (other than TCF National Bank), indicating their reduced payoff. Please note, TCF National Bank will not typically discount its outstanding debt in order to satisfy other subordinate lien holder's debt).
- As a condition of evaluating your request, an interior market analysis and/or appraisal of the property will be required. By signing below, I/we authorize TCF National Bank or its agents to access the subject property for the purposes of obtaining an interior market analysis and/or appraisal in consideration for a short payoff. PLEASE SUPPLY A CONTACT NAME BELOW IN ORDER FOR OUR CERTIFIED AGENT, APPROVED BY TCF NATIONAL BANK, TO CONTACT YOU FOR AN APPOINTMENT. THIS IS A REQUIREMENT.

Contact Person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Please note, should TCF National Bank agree to accept a short sale or a payoff for less than the balance due, you will be expected to repay the remaining balance due on your account (difference between the total debt owed and the agreed discount payoff amount). Below, please explain how you intend to repay the remaining balance due and owing, including your willingness to sign an unsecured note or a note secured by other property you may own for the remaining delinquency balance not paid by the short sale proceeds.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BY SIGNING BELOW I/WE ACKNOWLEDGE AND CERTIFY THAT ALL OF THE INFORMATION AND DOCUMENTATION PROVIDED TO TCF NATIONAL BANK IS TRUE AND CORRECT AS OF THE DATE SET FORTH OPPOSITE MY/OUR SIGNATURE(S) ON THIS FORM AND ACKNOWLEDGE MY/OUR UNDERSTANDING THAT ANY INTENTIONAL OR NEGLIGENT MISREPRESENTATION(S) OF THE INFORMATION CONTAINED ON THIS FORM MAY RESULT IN CIVIL LIABILITY AND/OR CRIMINAL PENALTIES. I/WE ALSO AUTHORIZE TCF NATIONAL BANK TO VERIFY THIS INFORMATION, INCLUDING VERIFICATION OF EMPLOYMENT AND ACCOUNT BALANCES. I/WE FURTHER ACKNOWLEDGE THAT SUBMISSION OF THIS INFORMATION IS NOT A GUARANTEE THAT A DISCOUNT OR SHORT PAYOFF WILL BE ACCEPTED BY TCF NATIONAL BANK NOR WILL TCF NATIONAL BANK DELAY ANY ACTION OR DISPOSITION WHILE REVIEWING THE DOCUMENTATION.

\_\_\_\_\_  
BORROWER SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BORROWER SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

ACCOUNT NAME/ NUMBER:

PROPERTY INFORMATION			
Subject Property Address (Street, City, State & Zip Code)			Nu. of Units
<b>Borrower</b>		<b>BORROWER INFORMATION</b>	
Borrower's Name (include Jr. or Sr. if applicable)		Co-Borrower's Name (including Jr. or Sr. if applicable)	
Social Security No.	Home Phone (include area code)	Social Security	Home phone (include area code)
<input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Unmarried (include single, divorced, widowed)	<input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Unmarried (include single, divorced, widowed)
Present Address (street, city, state & zip code) ___ own ___ rent ___ # yrs		Present Address (street, city, state & zip code) ___ own ___ rent ___ # yrs	
<b>Borrower</b>		<b>EMPLOYMENT INFORMATION</b>	
Name of Employer <input type="checkbox"/> Self-Employed		Name of Employer <input type="checkbox"/> Self-Employed	
Business Phone (include area code) _____		Business Phone (include area code) _____	
MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION			
<u>Monthly Net Income (Take Home)</u>	<b>Borrower</b>	<b>Co-Borrower</b>	<b>Total</b>
Net Employment Income (Take Home)	\$ _____	\$ _____	\$ _____
Overtime			
Bonuses			
Commissions			
Net Rental Income			
<b>Total (Take Home)</b>	\$ _____	\$ _____	\$ _____
Self employed Borrower(s) may be required to provide additional documentation such as tax returns and financial statements. Describe other income such as alimony, child support or separate maintenance income need not be revealed.			
B/C	Description		Monthly Amount
			\$ _____
			\$ _____
STANDARD MONTHLY OBLIGATIONS			
Food	Child Care:	Mortgage Pmt:	
Utilities	Transportation:	Car Pmt.	
Telephone	Insurance/Car	Other	
Insurance/Health:	Cable	Other	
Medical Bills	Insurance/Life:	Other	

Financial Information Statement  
 \*\*\* This is not an application \*\*\*

ACCOUNT NAME/ NUMBER:

ASSETS AND LIABILITIES																																		
Assets				Liabilities																														
Description		Cash Value		Liabilities & Pledged Assets: List the creditor's name and account number for all outstanding debts including automobile loans, revolving charge accounts, real estate loans, alimony, child support, stock pledges, etc. use extra sheets if necessary.																														
List checking and saving accounts below:				<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;">Description</th> <th style="width:20%;">Monthly Pmt &amp; #s to pay</th> <th style="width:20%;">Unpaid Balance</th> </tr> </thead> <tbody> <tr> <td>Name of Company</td> <td>\$ Pmt &amp; Mos</td> <td>\$</td> </tr> <tr> <td>Acct Number:</td> <td></td> <td></td> </tr> <tr> <td>Name of Company</td> <td>\$ Pmt &amp; Mos</td> <td>\$</td> </tr> <tr> <td>Acct Number:</td> <td></td> <td></td> </tr> <tr> <td>Name of Company</td> <td>\$ Pmt &amp; Mos</td> <td>\$</td> </tr> <tr> <td>Acct Number:</td> <td></td> <td></td> </tr> <tr> <td>Name of Company</td> <td>\$ Pmt &amp; Mos</td> <td>\$</td> </tr> <tr> <td>Acct Number:</td> <td></td> <td></td> </tr> </tbody> </table>				Description	Monthly Pmt & #s to pay	Unpaid Balance	Name of Company	\$ Pmt & Mos	\$	Acct Number:			Name of Company	\$ Pmt & Mos	\$	Acct Number:			Name of Company	\$ Pmt & Mos	\$	Acct Number:			Name of Company	\$ Pmt & Mos	\$	Acct Number:		
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Acct Number	\$																																	
Stocks & Bonds		\$																																
Company Name/Description		Name of Company																																
Life Insurance net cash value		\$																																
Face Amount: \$		Acct Number:																																
SUBTOTAL LIQUID ASSETS		\$																																
Real Estate Owned (enter market value from schedule of real estate owned below)		\$																																
Vested Interest in Retirement fund		\$																																
Net worth if business(es) owned (Attach Financial Statement)		\$																																
Automobile owned (Make and Year)		\$																																
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Other Assets (Itemized)		\$																																
Total assets (a) \$		Net Worth (a-b) \$		Total Liabilities (b) \$																														
Schedule of Real Estate Owned (If additional properties are owned, use extra sheets)																																		
Property Address (enter S if sold, PS for pending sale, R if rental held for income)	Type of Property	Present market Value	Amount of Mortgages & Liens	Gross Rental Income	Insurance, Maintenance, Taxes & Misc.	Net Rental Income																												
		\$	\$	\$	\$	\$																												
Totals		\$	\$	\$	\$	\$																												
I/We certify that the information provided in this statement is true and correct as of the date of this statement.																																		
Borrower's Signature:			Date:			Co-Borrower's Signature:																												

Financial Information Statement  
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