



**Helping Preserve Homeownership
Client Folder -Check List**

Client Name: _____
Address: _____

| | Date | Staff Initial | Mgr. |
|--|------|---------------|------|
| Intake Form | | | |
| Data Collection Sheet | | | |
| Spending Plan (Budget) | | | |
| Action Plan (signed) | | | |
| Summary Notes | | | |
| Signed Authorization Form | | | |
| Signed Client/Counselor Contract | | | |
| Disclosure Statement | | | |
| Privacy Statement | | | |
| Conflict of Interest Statement | | | |
| Picture ID | | | |
| Mortgage Coupon/Invoice | | | |
| Original Loan Documents | | | |
| • Deed | | | |
| • Truth-In-Lending (TIL) | | | |
| • Refinancing Agreements | | | |
| Correspondence from: Servicer/Lawyer/Court/etc. | | | |
| Proof of Income | | | |
| • Employment (2 most recent pay stubs) | | | |
| • Alimony/Child Support | | | |
| • Disability | | | |
| • Retirement/Social Security | | | |
| • Tax Return (most recent) | | | |
| • Bank Statements (2 months) | | | |
| • Other (specify) | | | |
| Loan Document Review Verification Form | | | |
| Bankruptcy Attorney Consent Form | | | |
| Close-out Letter #201—Date sent | | | |
| Close-out Letter #202 – Date sent | | | |
| Close-out Letter #203 – Date sent | | | |
| Credit Report | | | |
| Delinquency Status: 1 2 3 4 5 6 7 8 9 > | | | |
| Foreclosure Status: Pending Foreclosure Sale Pending | | | |
| Sale Date: | | | |
| File Status: Open Suspended Closed | | | |
| Counseling Outcome: | | | |