

**OPERATION RESTORATION**  
**RESTORE HOME... RESTORE LIVES... RESTORE HOPE**

Place Loan Number on all pages of all documents before sending anything to your Mortgage Servicer.

\*\*\*\*\* Use One Fax Cover Per Loan\*\*\*\*\*

Loan Number: \_\_\_\_\_ 1<sup>st</sup> Mortgage Company: \_\_\_\_\_

Loan Number: \_\_\_\_\_ 2<sup>nd</sup> Mortgage Company: \_\_\_\_\_

Borrower Name: \_\_\_\_\_ Co-Borrower Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Property Address: \_\_\_\_\_ How long have you owned? \_\_\_\_\_  
\_\_\_\_\_

TO:

FROM (YOUR NAME):

**Bankruptcy/ Home Retention/  
Making Home Affordable**

LENDER/SERVICER:

DATE:

FAX NUMBER OF LENDER/SERVICER:

TOTAL NO. OF PAGES INCLUDING COVER:

PHONE NUMBER OF LENDER/SERVICER:

SENDER'S CONTACT NUMBER #1:

RE:

SENDER'S CONTACT NUMBER #2:

**Request for Loan Modification –  
hardship package attached**

URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

NOTES/COMMENTS:

**ENCLOSED YOU WILL FIND THE FOLLOWING DOCUMENTATION IN THE FOLLOWING ORDER:**

1. Hardship letter, signed and dated.
2. Hardship Affidavit Form (form on website)
3. Borrower Financial Worksheet, signed and dated.
4. Income Verification: Paystubs (most recent – **1 month** period) or alternative income verification (see notes on website)
5. **Most recent 2 months** of all bank statements, all accounts, all pages. (Wachovia requires 3 months of statements).
6. **Most recent** retirement statements (if retirement is deducted from gross income).
7. **Most recent year full tax return**, or extension, signed and dated.
8. Copy of Utility Bill (recent)
9. 4506 T (IRS form), filled out per instructions and signed/dated at the bottom.