



Date:

Loan Number:  
Property Address:  
Borrower:

Dear Customer:

This letter is in response to your recent inquiry regarding a short sale settlement on the above referenced loan. Please complete this entire package with supporting documentation and forward the completed package to Ocwen Loan Servicing, LLC. **DO NOT send an incomplete package, or your request will not be considered. No package will be processed until ALL items requested herein are received.**

Further, please be advised that submission of this information is not a guarantee that a discount or short payoff will be accepted. The documentation you provide will be reviewed, and you will be contacted upon pre-qualification. This process will take 5-7 business days.

We recommend that you supply this information immediately, as Ocwen will not delay any action or disposition pending your response. Please fax this information to attention of the Loan Resolution Collateral Department at (407) 737-5071.

If you are interested in discussing other possible options, please contact Ocwen at (877) 596-8580.

Sincerely,

Home Retention Department

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any information obtained will be used for that purpose.**



### **DISCOUNT PAYOFF REQUIREMENTS**

- Occupancy status of property
  - Vacant
  - Occupied
- Signed authorization from the borrower(s) permitting us to discuss this loan with third party, if necessary (realtor, mortgage broker, family member, etc.) (Attached as Exhibit A)
- Borrower letter, signed and dated, explaining the hardship/situation and acknowledging that no proceeds from the sale will be returned to borrower. Please include intentions for the remaining balance (i.e. a willingness to sign an unsecured note from remaining delinquency not paid through short sale proceeds, etc.) (Attached as Exhibit B)
- Completed Financial Statement (Form Attached as Exhibit C)

Please disregard, if verbally supplied to a Loan Resolution Consultant within the last 30 days. This information may also be provided through Ocwen website, [www.ocwen.com](http://www.ocwen.com)

- Copy of the fully executed listing agreement. **Ocwen's guidelines limit costs to a maximum of 6%. (Real estate commission not to exceed 4% of sales price and closing costs not to exceed 2% of sales price.)**

Please provide the name of the Realtor and their contact numbers

Realtor: \_\_\_\_\_  
Office Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

- Check the appropriate boxes below, as they apply.**
  - Property IS listed, but no contract or offer is in place:**  
If the property is currently listed, but there is no contract for purchase → **STOP HERE.**  
The remaining items are not required at this time. Your loan will be assigned to the Collateral Based Resolution Department, who will review your documentation and contact you within the next 24 hours to review the next steps.
  - Property IS NOT listed, and there is no contract or offer:**  
If the property is not listed, and there is no current offer or contract → **STOP HERE.**  
The remaining items are not required at this time. Your loan will be assigned to the Collateral Based Resolution Department who will review your documentation and contact you within the next 24 hours to review the next steps.

**Property IS NOT listed, but funds will be from other sources:**

If property is not listed and you are obtaining funds through other sources (e.g., refinance, cash settlement, etc.), please provide us with information on the source of funds:

Cash settlement:                   \$ \_\_\_\_\_  
Explain source of funds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Refinance  
Loan Amount:           \$ \_\_\_\_\_  
Appraised Value:    \$ \_\_\_\_\_

Written offer for short sale (specific dollar figure offered to Ocwen)

I offer Ocwen           \$ \_\_\_\_\_

Copy of fully executed Real Estate contract, if applicable.

Copy of demand letters/payoff quotes from **all** lien holders.

- There are no other liens or judgements**
- There are other liens or judgements**

**NOTE: Ocwen will not typically discount our outstanding debt in order to satisfy other subordinate lien holder's debt.**

Access authorization for Interior Market Analysis for subject property. (Attached as Exhibit D)

Draft copy of HUD-1 Settlement Statement for pending sale reflecting offer to Ocwen.

Name of Closing Agent who will be handling the closing and telephone number.

Name:                   \_\_\_\_\_

Telephone #:           \_\_\_\_\_

**Please fax this information to attention of the Collateral Department at (407) 737-5071.**

**EXHIBIT A**



**Authorization to Release Information**

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

Borrower Address: \_\_\_\_\_

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

First Mortgage Holder:  
\_\_\_\_\_

First Mortgage Acct # : \_\_\_\_\_

I / We hereby authorize you to release to Ocwen Loan Servicing, LLC or its agents and assigns any and all information or documentation that may be requested about the above-referenced loan/account or the above referenced property. "Agents" shall include, but not be limited to, all real estate agents, attorneys, their assistants and junior lien holders. A copy of this authorization may be accepted as an original.

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

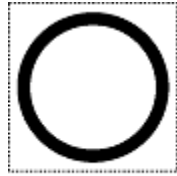
**Please fax this information to attention of the Collateral Department at (407) 737-5071.**

**Notice of Confidentiality:**

This is intended solely for the use of the addressee hereof. In addition, this document may contain information that is confidential, privileged or exempt from disclosure requirements under applicable law. If you are not the intended recipient of this document, you are prohibited from reading, disclosing, reproducing, distributing, disseminating or otherwise using the information contained in this document or the document itself. Delivery of this document to any person other than the intended recipient is not intended to waive any right or privilege. If you have received this document in error, please promptly notify the sender.

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**EXHIBIT B**



O C W E N

**Hardship Explanation Letter**

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

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

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

Please explain hardship situation or reason for request:

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

Should Ocwen agree to accept a short sale or discount payoff, you may be expected to repay the remaining balance due on your account (difference between the total debt owed and the agreed discount payoff amount). Please explain your intentions to repay this remaining balance and check the appropriate boxes below:

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

- I/We are willing to sign an unsecured note for the remaining delinquency balance not paid through the short sale proceeds.
- I/We acknowledge that we will not be receiving any sale proceeds from the sale of the subject property.

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please fax this information to the Home Retention Department at (407) 737-5071**

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**EXHIBIT C**

<b>REQUEST FOR FINANCIAL INFORMATION</b>					<b>Loan #</b>
<b>Borrower</b>			<b>Co-Borrower</b>		
Borrower's Name			Co-Borrower's Name		
Social Security Number	Home Phone	Work Phone	Social Security Number	Home Phone	Work Phone
Mailing Address		Property Address			
<b>EMPLOYMENT – please provide last pay stub from each employer</b>					
Borrower Employer		How long?	Co-Borrower Employer		How long?
Position	Gross pay per period \$	How often paid?	Position	Gross pay per period \$	How often paid?
Number of Dependents	Net pay per period \$	Commission Bonus \$	Number of dependents	Net pay per period \$	Commission Bonus \$
Other monthly Income – Description		Amount \$	Other monthly income – Description		Amount \$
<b>EXPENSES – Monthly Housing</b>		<b>Miscellaneous</b>		<b>Other</b>	
Hazard Insurance	\$	Health Insurance	\$	Bank/Finance Loans	\$
Electric/Gas	\$	Medical Bills	\$	Charge Account (1)	\$
Phone	\$	Food	\$	Charge Account (2)	\$
Water & Sewer	\$	Auto (1)	\$	Charitable Contributions	\$
Home Repair	\$	Auto (2)	\$	Personal/Life Insurance	\$
Home Maintenance	\$	Auto Insurance	\$	Club/Union Dues	\$
Second Mortgage	\$	Gas	\$	Cable TV	\$
H.O.A.	\$	Auto Maintenance	\$	Religious Contributions	\$
Other	\$	Child Care	\$	Dry Cleaning	\$
Other	\$	Child Support	\$	Clothing	\$
Other	\$	Alimony	\$	Entertainment	\$
Other	\$	Other	\$	School Tuition	\$
Checking Account Balance \$		Savings Account Balance \$		CD's, Stocks, 401K, IRA, Etc. \$	
Approximate Value of Home \$		Other Assets \$			
Reason for original default (if applicable)					
What is your understanding of any CURRENT special payment plans you may be under from the prior service of your loan? (Please attach copies of any documentation which verifies this plan.)					
<b>ACKNOWLEDGMENT AND AGREEMENT</b>					
Certification: I/We certify that the information provided in this Request for Financial Information 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) authorize OCWEN to verify this information, including verification of employment and account balances					
Borrower's Signature		Date	Co-Borrower's Signature		Date

**EXHIBIT D**



O C W E N

**Authorization to Access Property**

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

Borrower Address: \_\_\_\_\_

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

Contact Name of Person to Gain Access to Property: \_\_\_\_\_

Is property on Lockbox?  No  Yes    If Yes, Lockbox Combination?

\_\_\_\_\_

Telephone number of contact: \_\_\_\_\_

I/We hereby authorize release to Ocwen Loan Servicing, LLC or its agents to access the subject property for the purposes of obtaining an interior market analysis/appraisal in consideration for a discounted payoff. "Agents" shall include, but not be limited to, all real estate agents, attorneys, their assistants and junior lien holders. A copy of this authorization may be accepted as an original.

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please fax this information the Home Retention Department at (407) 737-5071.**

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