

SunTrust Mortgage, Inc.  
Mail Code RVW 3054  
1001 Semmes Avenue  
Richmond, Virginia 23224  
Tel 804-291-0843  
Fax 804-675-9617

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## DOCUMENTS REQUIRED FOR SHORT SALE

### FROM BORROWER:

1. 2 years tax returns all pages and w2 forms.
2. 60 days banking statements all pages, both sides.
3. 30 days paystubs.
4. Hardship letter.
5. Completed financial application.

### FROM AGENT:

1. Letter of authorization.
2. listing agreement
3. Sales offer (signed by buyer and seller).
4. HUD1 or Net worksheet.

FAX ENTIRE PACKAGE TOGETHER TO: 804-675-7399

**DO NOT SUBMIT PACKAGE UNTILL A OFFER IS RECIEVED**

SunTrust Mortgage, Inc.  
Loss Mitigation Specialist

# Financial Statement

**Borrower's Name:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

**Co-Borrower's Name:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

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

**Lender:** \_\_\_\_\_ **Loan #** \_\_\_\_\_

**INCOME - TAKE HOME PAY**

	DEBTOR	CO-DEBTOR	TOTAL
Primary Job			
PartTimeJob(net)			
Retirement-Military			
Retirement-Civil Serv.			
Support/Alimony			
Social Security			
Room & Board/Rent			

**Total Net Income:**                    \$                    -                    \$                    -                    \$                    -

How often is Debtor paid? Every Week \_\_\_\_\_ Every 2 Weeks \_\_\_\_\_ Twice A Month \_\_\_\_\_ Once A Month \_\_\_\_\_  
 How often is Co-Debtor paid? Every Week \_\_\_\_\_ Every 2 Weeks \_\_\_\_\_ Twice A Month \_\_\_\_\_ Once A Month \_\_\_\_\_

**EXPENSES**

	Monthly Payment	BALANCE	
Home Mortgage			
2nd Mortgage			
Auto loan			
Auto loan			
Creditor			
Creditor			
Creditor			
Creditor			
Creditor			
Creditor			
Creditor			
Student loan			
Alimony/Support			
Child Care			
IRS			
CH 13			
Electricity			
Heating fuel			Oil or Natural Gas
Water& Sewer			
Telephone			
Cable TV			
Auto Insurance			
Health Insurance			Paid directly (not by employer)
Life Insurance			Paid directly (not by employer)

# Financial Statement

Medical/Dental Exp.		
Homeowners Insurance		<i>Only list here if not in Mortgage Payment</i>
Realestate Tax		<i>Only list here if not in Mortgage Payment</i>
Personal Property Tax		<i>Applies only in some States</i>
Groceries		
School Lunches		
Transportation, Parking, Tolls		
Clothing		
Dry cleaning/Laundry		
Cellphone		
Internet service		
Homeowners Assn. Dues		
Recreation/Spending Money		
Charitable donations		
<b>Total Monthly Expenses:</b>	\$ - \$ -	

<b>A. Total Monthly Income:</b>	\$	-
<b>B. Total Monthly Expenses:</b>	\$	-
<b>C. Residual Income</b>	\$	-

**Balance in 401K?** \_\_\_\_\_  
**Balance in IRA?** \_\_\_\_\_  
**Cash on Hand?** \_\_\_\_\_

**Cash Value of Stocks?** \_\_\_\_\_  
**Other Valuables to be sold?** \_\_\_\_\_

*I/We have described my/our financial condition in the enclosed Financial Statement and certify that all information, as well as all attachments, are true, accurate and correct to the best of my/our knowledge. I/we understand that submission of this information in no way obligates my lender, servicer, Veterans Affairs, FHA/HUD, the investor, the Mortgage Insurers to provide assistance to me or stop the foreclosure process.*

*I/We hereby authorize my/our lender, servicer, Veterans Affairs, FHA/HUD, the investor or the Mortgage Insurers to:*

- 1. Order a credit report from any credit reporting agency.*
- 2. Order a title search from any title agency.*
- 3. Verify the accuracy of the information contained in this Financial Status Report, including without limitation, any current or previous employment information.*

Submitted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature (Debtor)

\_\_\_\_\_  
Signature (Co-Debtor)