



## **Making Home Affordable Modification Program Guidelines**

In order for us to evaluate your request for the Making Home Affordable Modification Program you must complete the RMA (Request for Modification and Affidavit) and the IRS 4506-T and fax or mail them to Nationstar Mortgage with the required documentation. Please keep a copy for your records. The following items must be completed, in full, in order for your evaluation request to be completed in a timely manner:

### **Request For Modification and Affidavit (RMA)**

This form incorporates all necessary information to evaluate your request:

- Borrower and Co-Borrower information
- Hardship Affidavit - this form explains the circumstances that have or will make it difficult for you to stay up-to-date with your mortgage payments. There is no notary required and you need not be currently delinquent on your loan.
- Income/Expenses for your household

### **IRS 4506-T Request for Transcript of Tax Return Form**

This request allows Nationstar Mortgage to order a transcript of your most recent tax return for income verification purposes if you are unable to provide a signed copy of the return.

### **Required Documentation To Be Provided (If Applicable)**

- *For each borrower who is a wage earner (salaried) employee:*
  - ▶ Copy of the most recent filed federal tax return with all schedules; and
  - ▶ Copy of the two most recent pay stubs.
- *For each borrower who is self-employed:*
  - ▶ Copy of the most recent filed federal tax return with all schedules, and
  - ▶ Copy of the most recent quarterly or year-to-date profit/loss statement.
- *For each borrower who has income such as social security, disability or death benefits, pension, public assistance, or unemployment:*
  - ▶ Copy of most recent federal tax return with all schedules and W-2 forms
  - ▶ Copy of benefits statement or letter from the provider that states the amount, frequency and duration of the benefit.

- Public assistance or unemployment benefits must continue for at least nine (9) months to be considered for qualifying income under this program.
- Social security, disability, death or pension benefits must continue for at least 3 years to be considered qualifying income under this program.

*For each borrower who is relying on alimony or child support as qualifying income:*

- ▶ Copy of divorce decree, separation agreement or other written agreement or decree that states the amount of the alimony or child support and period of time over which it will be received.
- Payments must continue for at least 3 years to be considered qualifying income under this program.

**If you need assistance completing the forms or have any questions or concerns, please contact us at 1-888-480-2432.**

8 A.M. - 8 P.M. Central time Monday - Thursday  
8 A.M. - 5 P.M. Central time on Fridays

Please send the documents to Nationstar Mortgage one of two ways:

**By mail:** Nationstar Mortgage  
Attn: Making Home Affordable Loan Modification Processing Unit  
350 Highland Drive  
Lewisville, TX 75067

**By fax:** 1-214-488-1993

Tip: Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first. 1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)

2a If a joint return, enter spouse's name shown on tax return 2b Second social security number or individual taxpayer identification number if joint tax return

3 Current address (including apt., room, or suite no.), city, state and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

Caution. If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. If you disclose your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. 1040

- a Return Transcript which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days.
b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days.
c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days.

7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days.

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2010, filed in 2011, will not be available from the IRS until 2012. If you need W-2 information for retirement purposes, you should contact Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days.

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

12/31/2011 12/31/2010

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved identity theft on your federal tax return.

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, either husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note. For transcripts being sent to a third party, this form must be received within 120 days of signature date.

Telephone number of taxpayer on line 1a or 2a

Sign Here Signature (see instructions) Date

Title (if line 1a above is a corporation, partnership, estate, or trust)

Spouse's signature

Date

---



▶ Loan I.D. Number \_\_\_\_\_

▶ Servicer \_\_\_\_\_

BORROWER	CO-BORROWER
Borrower's name	Co-borrower's name
Social Security number	Social Security number
Home phone number with area code	Home phone number with area code
Cell or work number with area code	Cell or work number with area code

<b>I want to:</b>	<input type="checkbox"/> Keep the Property	<input type="checkbox"/> Sell the Property
<b>The property is my:</b>	<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Second Home <input type="checkbox"/> Investment
<b>The property is:</b>	<input type="checkbox"/> Owner Occupied	<input type="checkbox"/> Renter Occupied for less than 12 months <input type="checkbox"/> Vacant for less than 12 months

Mailing address \_\_\_\_\_

Property address (if same as mailing address, just write same) \_\_\_\_\_ E-mail address \_\_\_\_\_

<p><b>Is the property listed for sale?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Have you received an offer on the property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Date of offer</b> _____, <b>Amount of Offer \$</b> _____</p> <p><b>Agent's Name:</b> _____</p> <p><b>Agent's Phone Number:</b> _____</p> <p><b>For Sale by Owner?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Who pays the Real Estate Tax bill on your property?</b></p> <p><input type="checkbox"/> I do <input type="checkbox"/> Lender does <input type="checkbox"/> Paid by condo or HOA</p> <p><b>Are the taxes current?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Condominium or HOA Fee</b> <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____</p> <p><b>Paid to:</b> _____</p>	<p><b>Have you contacted a credit-counseling agency for help?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, please complete the following:</b></p> <p><b>Counselor's Name:</b> _____</p> <p><b>Agency Name:</b> _____</p> <p><b>Counselor's Phone Number:</b> _____</p> <p><b>Counselor's Email:</b> _____</p> <p><b>Who pays the hazard insurance policy for your property?</b></p> <p><input type="checkbox"/> I do <input type="checkbox"/> Lender does <input type="checkbox"/> Paid by condo or HOA</p> <p><b>Is the policy current?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Name of Insurance Co.</b> _____</p> <p><b>Insurance Co. Tel #:</b> _____</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Have you filed for bankruptcy?**  Yes  No **If yes:**  Chapter7  Chapter13 **Filing Date:** \_\_\_\_\_

**Has your bankruptcy been discharged?**  Yes  No **Bankruptcy Case number** \_\_\_\_\_

**Additional Liens/Mortgages or Judgments on this property:**

Lien Holders Name/Servicer	Balance	Contact Number	Loan Number

**HARDSHIP AFFIDAVIT**

**I (We) am/are requesting review under the Making Home Affordable program.**  
**I am having difficulty making my monthly payment because of financial difficulties created by (check all that apply):**

<input type="checkbox"/> My household income has been reduced. For example: unemployment, underemployment, reduced pay or hours, decline in business earnings, death, disability or divorce of a borrower or co-borrower.	<input type="checkbox"/> My monthly debt payments are excessive and I am overextended with my creditors. Debt includes credit cards, home equity or other debt.
<input type="checkbox"/> My expenses have increased. For example: monthly mortgage payment reset, high medical or health care costs, uninsured losses, increased utilities or property taxes.	<input type="checkbox"/> My cash reserves, including all liquid assets, are insufficient to maintain my current mortgage payment and cover basic living expenses at the same time.
<input type="checkbox"/> I am unemployed and (a) I am receiving/will receive unemployment benefits or (b) my unemployment benefits ended less than 6 months ago.	<input type="checkbox"/> Other: _____

Explanation (continue on a separate sheet of paper if necessary): .

**INCOME/EXPENSES FOR HOUSEHOLD <sup>1</sup>**

**Number of People in Household:**

Monthly Household Income		Monthly Household Expenses/Debt		Household Assets	
Monthly Gross wages	\$0	First Mortgage Payment	\$0	Checking Account(s)	\$0
Overtime	\$0	Second Mortgage Payment	\$0	Saving s/ Money Market	\$0
Child Support / Alimony <sup>2</sup>	\$0	Mortgage Insurance	\$0	Stocks / Bonds / CDs	\$0
Social Security/SSDI	\$0	Property Taxes	\$0	Other Cash on Hand	\$0
Other monthly income from pensions, annuities or retirement plans	\$0	Property Insurance **	\$0	Other Real Estate (estimated value)	\$0
Tips, commissions, bonus and self-employed income	\$0	Credit Cards / Installment Loan(s) (total minimum payment per month)	\$0	Other	\$0
Rents Received	\$0	Alimony, child support payments	\$0	Do not include the value of life insurance or retirement plans when calculating assets (401k, pension funds, annuities, IRAs, Keogh plans, etc.)	
Unemployment Income	\$0	Net Rental Expenses	\$0		
Food Stamps/Welfare	\$0	HOA/Condo Fees/Property Maintenance	\$0		
Other (spouse's Income, investment income, royalties, interest, dividends etc)	\$0	Car Payments	\$0		
		Other	\$0		
<b>Total (Gross Income)</b>	<b>\$0</b>	<b>Total Debt/Expenses</b>	<b>\$0</b>	<b>Total Assets</b>	<b>\$0</b>

**INCOME MUST BE DOCUMENTED**

*1 Include combined income and expenses from the borrower and co-borrower (if any). If you include income and expenses from a household member who is not a borrower, please specify using the back of this form if necessary.*

**2 You are not required to disclose Child Support, Alimony or Separation Maintenance income, unless you choose to have it considered by your servicer. \*\* Includes flood insurance, if any.**

**INFORMATION FOR GOVERNMENT MONITORING PURPOSES**

The following information is requested by the federal government in order to monitor compliance with federal statutes that prohibit discrimination in housing. **You are not required to furnish this information, but are encouraged to do so. The law provides that a lender or servicer may not discriminate either on the basis of this information, or on whether you choose to furnish it.** If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, the lender or servicer is required to note the information on the basis of visual observation or surname if you have made this request for a loan modification in person. **If you do not wish to furnish the information, please check the box below.**

<b>BORROWER</b>	<input checked="" type="checkbox"/> I do not wish to furnish this information	<b>CO-BORROWER</b>	<input type="checkbox"/> I do not wish to furnish this information
<b>Ethnicity:</b>	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<b>Ethnicity:</b>	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
<b>Race:</b>	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	<b>Race:</b>	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
<b>Sex:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Sex:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female

**To be Completed by Interviewer**

**Name/Address of Interviewer's Employer**

<b>This request was taken by:</b> <input type="checkbox"/> Face-to-face interview  <input type="checkbox"/> Mail <input type="checkbox"/> Telephone <input type="checkbox"/> Internet	<b>Interviewer's Name (print or type) &amp; ID Number</b>	
	<b>Interviewer's Signature                      Date</b>	
	<b>Interviewer's Phone Number (include area code)</b>	

**DODD-FRANK CERTIFICATION**

The following information is requested by the federal government in accordance with the Dodd-Frank Wall Street Reform and Consumer Protection Act (Pub. L. 111-203). **You are required to furnish this information.** The law provides that no person shall be eligible to begin receiving assistance from the Making Home Affordable Program, authorized under the Emergency Economic Stabilization Act of 2008 (12 U.S.C. 5201 et seq.), or any other mortgage assistance program authorized or funded by that Act, if such person, in connection with a mortgage or real estate transaction, has been convicted, within the last 10 years, of any one of the following: (A) felony larceny, theft, fraud, or forgery, (B) money laundering or (C) tax evasion.

I/we certify under penalty of perjury that I/we have not been convicted within the last 10 years of any one of the following in connection with a mortgage or real estate transaction:

- (a) felony larceny, theft, fraud, or forgery
- (b) money laundering or
- (c) tax evasion.

I/we understand that the servicer, the U.S. Department of the Treasury, or their agents may investigate the accuracy of my statements by performing routine background checks, including automated searches of federal, state and county databases, to confirm that I/we have not been convicted of such crimes. I/we also understand that knowingly submitting false information may violate Federal law.

This certification is effective on the earlier of the date listed below or the date received by your servicer.

**ACKNOWLEDGEMENT AND AGREEMENT**

*In making this request for consideration under the making Home Affordable Program, I certify under penalty of perjury:*

1. That all of the information in this document is truthful and the event(s) identified on page 1 is/are the reason that I need to request a modification of the terms of my mortgage loan, short sale or deed-in-lieu of foreclosure.
2. I understand that the Servicer, the U.S. Department of the Treasury, or their agents may investigate the accuracy of my statements and may require me to provide supporting documentation. I also understand that knowingly submitting false information may violate Federal law.
3. I understand the Servicer will pull a current credit report on all borrowers obligated on the Note.
4. I understand that if I have intentionally defaulted on my existing mortgage, engaged in fraud or misrepresented any fact(s) in connection with this document, the Servicer may cancel any Agreement under Making Home Affordable and may pursue foreclosure on my home.
5. That: my property is owner-occupied; I intend to reside in this property for the next twelve months; I have not received a condemnation notice; and there has been no change in the ownership of the Property since I signed the documents for the mortgage that I want to modify.
6. I am willing to provide all requested documents and to respond to all Servicer questions in a timely manner.
7. I understand that the Servicer will use the information in this document to evaluate my eligibility for a loan modification or short sale or deed-in-lieu of foreclosure, but the Servicer is not obligated to offer me assistance based solely on the statements in this document.
8. I am willing to commit to credit counseling if it is determined that my financial hardship is related to excessive debt.
9. I understand that the Servicer will collect and record personal information, including, but not limited to, my name, address, telephone number, social security number, credit score, income, payment history, government monitoring information, and information about account balances and activity. I understand and consent to the disclosure of my personal information and the terms of any Making Home Affordable Agreement by Servicer to (a) the U.S. Department of the Treasury, (b) Fannie Mae and Freddie Mac in connection with their responsibilities under the Homeowner Affordability and Stability Plan; (c) any investor, insurer, guarantor or servicer that owns, insures, guarantees or services my first lien or subordinate lien (if applicable) mortgage loan(s); (d) companies that perform support services in conjunction with Making Home Affordable; and (e) any HUD-certified housing counselor.

The undersigned certifies/y under penalty of perjury that all statements in this document are true and correct.



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

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

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date



\_\_\_\_\_

\_\_\_\_\_



Co-Borrower Signature

Social Security Number

Date of Birth

Date

**HOMEOWNER'S HOTLINE**

***If you have questions about this document or the Making Home Affordable Program, please call your servicer. If you have questions about the program that your servicer cannot answer or need further counseling, you can call the Homeowners HOPE Hotline at 1-888-995-HOPE (4673). The Hotline can help with questions about the program and offers free HUD-certified counseling services in English and Spanish.***

**NOTICE TO BORROWERS**

Be advised that by signing this document you understand that any documents and information you submit to your servicer in connection with the Making Home Affordable Program are under penalty of perjury. Any misstatement of material fact made in the completion of these documents including but not limited to misstatement regarding your occupancy in your home, hardship circumstances, and/or income, expenses, or assets will subject you to potential criminal investigation and prosecution for the following crimes: perjury, false statements, mail fraud, and wire fraud. The information contained in these documents is subject to examination and verification. Any potential misrepresentation will be referred to the appropriate law enforcement authority for investigation and prosecution. By signing this document you certify, represent and agree that: "Under penalty of perjury, all documents and information I have provided to Lender in connection with the Making Home Affordable Program, including the documents and information regarding my eligibility for the program, are true and correct." If you are aware of fraud, waste, abuse, mismanagement or misrepresentations affiliated with the Troubled Asset Relief Program, please contact the SIGTARP Hotline by calling 1-877-SIG-2009 (toll-free), 202-622-4559 (fax), or [www.sig tarp.gov](http://www.sig tarp.gov). Mail can be sent to Hotline Office of the Special Inspector General for Troubled Asset Relief Program, 1801 L St. NW, Washington, DC 20220.

