



Member No. _____
Loan Suffix / Loan No. _____

Hardship Application – Real Estate Loans (PLEASE RETAIN A COPY FOR YOUR RECORDS)

Please Provide Required Documentation

1. Completed, signed and dated hardship application and Financial Statement **15 Days from date of receipt**
2. Include proof of any household income with supporting documentation dated within **60 Days from date of receipt** for each borrower. For example: wages – most recent paystubs **covering a 30-day period**, unemployment, child support, alimony, Social Security, disability, etc.
3. Last 2 years of W-2 for all borrowers.
4. Two Months most recent bank statements, all pages, for all accounts.
5. **Self-employed borrowers (only)** – last 2 years of tax returns with supporting schedules
6. Household income unemployment, child support, alimony, Social Security, disability, etc.
7. Deferred Student Loans- copies of payment letters or forbearance agreements
8. If have rental income - Include proof of rental income, including the lease agreement and copies of last three months' cancelled rent checks or full tax returns including Schedule E.

Members can submit their application to their local branch or:

Mail: Andrews Federal Credit Union
Attention: DMS/Loss Mitigation Department
5711 Allentown Road
Suitland, MD 20746

Fax: (301) 702-5328

Email: Lossmitigation@andrewsfcu.org

Transactions not covered: The information-collection requirements of this section apply to applications for credit primarily for the purchase or refinancing of a dwelling that is or will become the applicant's principal residence. Therefore, applications for credit secured by the applicant's principal residence but made primarily for a purpose other than the purchase or refinancing of the principal residence (such as loans for home improvement and debt consolidation) are not subject to the information-collection requirements. An application for an open-end home equity line of credit is not subject to this section unless it is readily apparent to the creditor when the application is taken that the primary purpose of the line is for the purchase or refinancing of a principal dwelling.

Andrews Federal Credit Union may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.

NOTE: It is essential that you continue to make your regularly scheduled loan payments while your application is processed and reviewed for consideration.



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BORROWER’S AUTHORIZATION

Borrower Name: _____ Date: _____

Co-Borrower Name: _____

Re: Account No: _____

TO WHOM IT MAY CONCERN:

I/We have applied for a mortgage assistance with Andrews Federal Credit Union Federal Credit Union. As part of the application process, Andrews Federal Credit Union or one of their agents may verify information contained in my/our application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.

I/We authorize Andrews Federal Credit Union to provide to any third party vendor, which may include, but is not limited to, title companies, settlement agents and mortgage insurance providers, any and all information and documentation that they request in order to process my mortgage loan. Such information includes, but is not limited to: mortgage payoff amounts, loan amount, balances and lien payoff amounts, subordinations, credit reports, state and federal tax lien information, previously released mortgage accounts, and any other similar information.

I/We acknowledge my electronic signature is acceptable to be used on this authorization.

Signature of Borrower

Date

Signature of Co-Borrower

Date

Print Name

Print Name





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I (We), _____, am/are requesting that Andrews Federal Credit Union review my/our financial situation to determine if I/we qualify for a workout option. I am having difficulty making my monthly payment because of financial difficulties created by (Please check all that applies):

- Unemployment
- Divorce / Separation
- Excessive Obligations
- Reduce Income
- Death in Family
- Military Service
- Medical / Illness in Family
- Disability
- Job Relocation(s)
- Incarceration
- Other (Please Explain): _____

I believe that my situation is: Short Term (under 6 months) Long Term (over 6 months) Permanent

Which accounts do you need assistance with? _____

Loan Number(s): _____

What type of assistance are you looking for?

- Reduce Payments
- Refinance / Combine Loans
- Payment Deferment

Please Provide a detailed explanation of the hardship in the space below (attach additional sheets if necessary):





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BORROWERS FINANCIAL STATEMENT

Borrower

Co-Borrower

Borrower's Name: _____ Co-Borrower's Name: _____

Social Security Number: - - Social Security Number: - -

Date of Birth: / / Date of Birth: / /

Home Phone: () Home Phone: ()

Best time to call: Mornings Days Nights Best time to call: Mornings Days Nights

Work Phone: () Work Phone: ()

Best time to call: Mornings Days Nights Best time to call: Mornings Days Nights

Cell Phone: () Cell Phone: ()

Best time to call: Mornings Days Nights Best time to call: Mornings Days Nights

Text—checking this box indicates your consent for text messaging Text—checking this box indicates your consent for text messaging

Mailing Address _____

Property Address (If same as mailing address, just write same): _____

Email Address(s): _____

Number of dependents: _____ Number of Cars you own: _____

Have you contacted a credit-counseling agency for help? Yes No

Counselor Name: _____ Phone number: () _____

Employment

Borrower-Employer's Name & Address: _____ Co-Borrower-Employer's Name & Address: _____

Borrower-Employer's Phone: () Borrower-Employer's Phone: ()

How Long? _____ How Long? _____

Gross Income: _____ Gross Income: _____

Unemployment Income: _____ Unemployment Income: _____

Child Support/Alimony*: _____ Child Support/Alimony*: _____

Disability Income/SSI: _____ Disability Income/SSI: _____

Rents Received: _____ Rents Received: _____

Other: _____ Other: _____

Commissions, bonus and self-employed income: _____ Commissions, bonus and self-employed income: _____

Total: _____ Total: _____

*Alimony, child support or separate maintenance income need not be revealed if the borrower or co-borrower does not choose to have it considered for repaying this loan.





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BORROWERS FINANCIAL STATEMENT

Monthly Expenses		Assets	
Mortgage Payment / Rent	\$	Home Value (estimated)	\$
Taxes and Insurance (Property Taxes Home Owners Insurance)	\$	Checking Account(s)	\$
Other Mortgage(s)	\$	Value of Auto	\$
Auto Loans(s)	\$	Saving/Money Market	\$
Credit Card(s)	\$	IRA/KEOGH Accounts	\$
Installment Loan(s)	\$	401k/ESPO Accounts	\$
Medical Bills	\$	Stocks/Bonds/CDs	\$
Student Loans	\$	Other Real Estate	\$
Child Support/Alimony	\$	Boats / Recreational	\$
Food	\$	Crypto Currency	\$
Water / Sewer	\$	Other	\$
Utilities / Phones	\$		
HOA / Condo Fees	\$		
Property Maintenance	\$		
Other	\$		
Total	\$	Total	\$

Andrews Federal Credit Union may, at its discretion, require that each borrower furnish additional information and / or documentation to substantiate his / her current financial status. I (We) agree certify the financial information provided is an accurate statement of my (our) financial status as of the state of my (our) signature below. I (We) acknowledge that Section 104 of Title 18 of the U.S. Code makes it a federal crime for anyone to make false statement or reports or willfully over value property or securities for the purpose of including or influencing the action of a federal credit union on an application for a loan, extension or renewal of the same, or for the acceptance, release, or substitution of collateral. I (We) expressly authorize any person, partnership, credit reporting agency, association, firm, corporation, or personnel office or officer, upon your request, to furnish you a credit report or other information concerning me relevant to the review and evaluation of this application or any subsequent re-evaluation thereof.

The Hardship Application Information is part of Andrews Federal Credit Union debt collection process. All information obtained relating to this form will be used for that purpose.

Borrower Printed Name: _____ Borrower Signature: _____
 Date: _____

Co-Borrower Printed Name: _____ Co-Borrower Signature: _____
 Date: _____

