



Client Check List

Please provide the following:

Counseling Agreement

Signature Authorization

(Need this so we can speak with your Servicer/Lender on your behalf and verify financial situation if necessary.)

Request for Financial Information

2 Months Most Recent Pay Stubs

2 Months Most Recent Bank Statements

Copies of recent letters, billings or notices from Mortgage Company
(if applicable).

Personal Budget Form

Clients Housing Counseling Plan
(if applicable)

*Idaho Housing and Finance Association
and
Idaho Partners for Home Buyer Education, Inc.*

Every effort is made to provide you with accurate and current information. Idaho Housing & Finance Association ("IHFA") and its partner, Idaho Partners for Home Buyer Education, Inc. ("IPHBE, Inc.") assume no liability for the accuracy, completeness or usefulness of any information, product or process disclosed to you by IHFA or IPHBE, Inc., counselors. Providers of information do not necessarily speak on behalf of IHFA or IPHBE, Inc. and IHFA and IPHBE, Inc. do not endorse any information such providers may present. Regardless of information provided to you by IHFA or IPHBE, Inc., counselors, you are entitled to choose whatever lenders or lending products that best meet your needs.

CLIENT'S HOUSING COUNSELING PLAN

- Identify client's housing need or goals.
- Identify steps the client will do to meet housing goal.
- Identify steps the counselor will do to help client to meet housing goal.
- If goals are not attainable, note on the Plan with referrals to other community resources (if available) that may aid the client.
- Both counselor and client to sign and date.

CLIENT HOUSING COUNSELING PLAN

Client Name _____

Client ID # _____

Client Housing Need: _____

Client Agrees To:

1. _____
2. _____
3. _____
4. _____

**Goal
Completion
Date**

**Actual
Completion
Date**

Counselor Agrees To:

1. _____
2. _____
3. _____
4. _____

Counselor/Date

Client Signature/Date

PERSONAL BUDGET

Income

- Wages
- Interest/Dividends
- Miscellaneous

TOTAL INCOME

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Entertainment

- Cable TV/Satellite
- Concerts/Clubs
- Internet
- Movies/Plays
- Video/DVD Rentals

TOTAL ENTERTAINMENT

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Dues/Subscriptions

- Charity
- Magazines
- Newspapers
- Public Radio
- Public Television
- Religious Orgs.

TOTAL DUES

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Expenses

- Mortgage/Rent
- Cell Phone
- Home Improvement
- Home Phone
- Home Repairs
- Home Security
- Utilities

TOTAL EXPENSES

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Health

- Co-pays/Out-of-pocket
- Insurance
- Life Insurance
- Over-The-Counter Drugs
- Prescriptions
- Veterinarians/Pet Meds

TOTAL HEALTH

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Personal

- Books
- Clothing
- Gifts
- Music/CD's, etc.
- Salon/Barber

TOTAL PERSONAL

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Daily Living

- Child Care
- Dining Out
- Dry Cleaning
- Groceries
- Housecleaning Service

TOTAL DAILY LIVING

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Vacations

- Accommodations
- Car Rental
- Food
- Pet Boarding
- Plane Fare
- Souvenirs

TOTAL VACATION

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Financial Obligations

- Credit Card Payment
- Income Tax (additional)
- Long Term Savings
- Retirement (401K, IRA)
- Other

TOTAL FINANCIAL

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Transportation

- Car wash/detailing svc
- Gas/Fuel
- Insurance
- Parking
- Public Transportation
- Repairs

TOTAL TRANSPORTATION

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Recreation

- Child Gear/Toys
- Health Club/Gym Fees
- Sports Equipment
- Team Dues

TOTAL RECREATION

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Misc. Payments

- Other
- Other
- Other
- Other

TOTAL MISC PAYMENT

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
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| | | | |
| | | | |

TOTAL EXPENSES

Cash short/extra

| Priority | Monthly | Yearly | Actual |
|----------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

IDAHO HOUSING AND FINANCE ASSOCIATION

PRIVACY POLICY

This notice is being sent to you in accordance with federal law enacted in June 2000. There is no action required on your part. The notice is for informational purposes only.

Your Privacy

At Idaho Housing and Finance Association (IHFA), respecting the privacy and security of your personal information is important to us. Just like you, we want all of your personal information kept that way – personal and private. This notice describes the privacy policy and practices followed by the IHFA

Safeguarding Customer Information

IHFA will only grant access to nonpublic personal information, as defined by federal law, about you to employees who need it to perform their job responsibilities, or as otherwise required by law or legal process. Furthermore, nonpublic personal information is provided only to IHFA contracted service providers as necessary to effect, administer or enforce the transaction you have with IHFA. Even if you are no longer our customer, we will continue to treat your nonpublic personal information in the same way as if you were still a customer. In addition, we maintain physical, electronic and procedural safeguards to store and secure information about you from unauthorized access, alteration and destruction.

Any agreements entered into by IHFA with nonaffiliated third parties to provide services for us or to make products or services available to you contain specific conditions requiring those companies to safeguard the confidentiality this information and to not use it for any other purpose.

Collection of Information

We only obtain the information needed to process your loan application and service your mortgage loan. The following lists the usual kinds of nonpublic financial information we obtain and from what sources that information is obtained:

- From you, on forms (such as a loan application), via the Internet, by telephone or otherwise. Examples of this type of information include your name, address, social security number, credit history and other financial information.
- From transactions with us, for example, payment history, account balance and other transaction records.
- From credit reporting agencies, such as information relating to your credit worthiness and credit history.
- From third parties to verify information you have provided to us.

Sharing of Information

IHFA does not disclose, or reserve the right to disclose, nonpublic financial information about its current or previous customers except as permitted by law or with customer permission.

IHFA does not disclose any nonpublic personal information for its current or previous customers with nonaffiliated third-party marketers offering their products and services. While we may offer financial products and services of our third party providers, IHFA controls all information used to make such offers.

Thank you for allowing us to continue servicing your mortgage loan. We value your business and are committed to protecting your privacy.

mortgage or give you a sum of money when the property is sold. The "buyer" may suggest that you move out quickly and deed the property to him or her. The "buyer" then collects rent for a time, does not make any mortgage payments, and allows the lender to foreclose. Remember, signing over your deed to someone else does not necessarily relieve you of your obligation on your loan.

Phony counseling agencies. Some groups calling themselves "counseling agencies" may approach you and offer to perform certain services for a fee. These could well be services you could do for yourself for free, such as negotiating a new payment plan with your lender, or pursuing a pre-foreclosure sale. If you have any doubt about paying for such services, call a HUD-approved housing counseling agency at **1-800-569-4287** or **TDD 1-800-877-8339**. Do this before you pay anyone or sign anything.

Q: ARE THERE ANY PRECAUTIONS I CAN TAKE?

Here are several precautions that should help you avoid being "taken" by a scam artist:

1. Don't sign any papers you do not fully understand.
2. Make sure you get all "promises" in writing.
3. Beware of any contract of sale or loan assumption where you are not formally released from liability for your mortgage debt.
4. Check with a lawyer or your mortgage company before entering into any deal involving your home.
5. If you're selling the house yourself to avoid foreclosure, check to see if there are any complaints against the prospective buyer. You can contact your state's Attorney General, the State Real Estate Commission,

or the local District Attorney's Consumer Fraud Unit for this type of information.

Q: WHAT ARE THE MAIN POINTS I SHOULD REMEMBER?


1. Don't lose your home and damage your credit history.
2. Call or write your mortgage lender immediately and be honest about your financial situation.
3. Stay in your home to make sure you qualify for assistance.
4. Arrange an appointment with a HUD-approved housing counselor to explore your options at **1-800-569-4287** or **TDD 1-800-877-8339**.
5. Cooperate with the counselor or lender trying to help you.
6. Explore every alternative to keep your home.
7. Beware of scams.
8. Do not sign anything you don't understand. And remember that signing over the deed to someone else does not necessarily relieve you of your loan obligation.

Act now. Delaying can't help. If you do nothing, **YOU WILL LOSE YOUR HOME** and your good credit rating.

Visit our web site at www.hud.gov.

May 2001
HUD-PA-426-H



 **563** (0207)

VMP MORTGAGE FORMS • (800) 521-7291

HOW TO AVOID FORECLOSURE



This booklet explains how property owners can avoid losing their homes because of delinquent payments.

Este folleto explica a los propietarios de casas como evitar perder su hogar debido al incumplimiento en los pagos. Para información en español llame a la entidad que le dió el préstamo.

www.hud.gov

Q: WHAT HAPPENS WHEN I MISS MY MORTGAGE PAYMENTS?

Foreclosure may occur. This is the legal means that your lender can use to repossess (take over) your home. When this happens, you must move out of your house. If your property is worth less than the total amount you owe on your mortgage loan, a deficiency judgment could be pursued. If that happens, you not only lose your home, you also would owe HUD an additional amount.

Both foreclosures and deficiency judgments could seriously affect your ability to qualify for credit in the future. So you should avoid foreclosure if possible!

Q: WHAT SHOULD I DO?

1. DO NOT IGNORE THE LETTERS FROM YOUR LENDER. If you are having problems making your payments, call or write to your lender's Loss Mitigation Department without delay. Explain your situation. Be prepared to provide them with financial information, such as your monthly income and expenses. Without this information, they may not be able to help.
2. Stay in your home for now. You may not qualify for assistance if you abandon your property.
3. Contact a HUD-approved housing counseling agency. Call **1-800-569-4287** or **TDD 1-800-877-8339** for the housing counseling agency nearest you. These agencies are valuable resources. They frequently have information on services and programs offered by Government agencies as well as private and community organizations that could help you. The housing counseling agency may also offer credit counseling. These services are usually free of charge.

Q: WHAT ARE MY ALTERNATIVES?

You may be considered for the following:

Special Forbearance. Your lender may be able to arrange a repayment plan based on your financial situation and may even provide for a temporary reduction or suspension of your payments. You may qualify for this if you have recently experienced a reduction in income or an increase in living expenses. You must furnish information to your lender to show that you would be able to meet the requirements of the new payment plan.

Mortgage Modification. You may be able to refinance the debt and/or extend the term of your mortgage loan. This may help you catch up by reducing the monthly payments to a more affordable level. You may qualify if you have recovered from a financial problem and can afford the new payment amount.

Partial Claim. Your lender may be able to work with you to obtain a one-time payment from the FHA-Insurance fund to bring your mortgage current.

You may qualify if:

1. your loan is at least 4 months delinquent but no more than 12 months delinquent;
2. you are able to begin making full mortgage payments.

When your lender files a Partial Claim, the U.S. Department of Housing and Urban Development will pay your lender the amount necessary to bring your mortgage current. You must execute a Promissory Note, and a Lien will be placed on your property until the Promissory Note is paid in full.

The Promissory Note is interest-free and is due when you pay off the first mortgage or when you sell the property.

Pre-foreclosure sale. This will allow you to avoid foreclosure by selling your property for an amount less than the amount necessary to pay off your mortgage loan.

You may qualify if:

1. the loan is at least 2 months delinquent;
2. you are able to sell your house within 3 to 5 months; and
3. a new appraisal (that your lender will obtain) shows that the as is value of your home meets HUD program guidelines.

Deed-in-lieu of foreclosure. As a last resort, you may be able to voluntarily "give back" your property to the lender. This won't save your house, but it is not as damaging to your credit rating as a foreclosure.

You can qualify if:

1. you are in default and don't qualify for any of the other options;
2. your attempts at selling the house before foreclosure were unsuccessful; and
3. you don't have another FHA mortgage in default.

Q: HOW DO I KNOW IF I QUALIFY FOR ANY OF THESE ALTERNATIVES?

Your lender will determine if you qualify for any of the alternatives. A housing counseling agency can also help you determine which, if any, of these options may meet your needs and also assist you in interacting with your lender. Call **1-800-569-4287** or **TDD 1-800-877-8339**.

Q: SHOULD I BE AWARE OF ANYTHING ELSE?

Yes. Beware of scams! Solutions that sound too simple or too good to be true usually are. If you're selling your home without professional guidance, beware of buyers who try to rush you through the process. Unfortunately, there are people who may try to take advantage of your financial difficulty. Be especially alert to the following:

Equity skimming. In this type of scam, a "buyer" approaches you, offering to get you out of financial trouble by promising to pay off your

REQUEST FOR FINANCIAL INFORMATION ON CASE #

Idaho Housing and Finance Association uses this information to help determine the type of help, if any, that can be provided to assist you in avoiding foreclosure of your mortgage.

Your Name _____ Name of Spouse _____
 Address _____ Home Phone # _____
 City _____ Cell # _____
 Zip Code _____ Your Work # _____
 Spouse Work # _____

PEOPLE & INCOME OF HOUSEHOLD

List all persons in home, including children, grandchildren, roommates, etc. Income should include funds from wages, social security, child support, disability, welfare and unemployment, etc. ****ATTACH COPIES OF LAST 2 MONTHS PAYSTUBS****

| Name of Each Person Living in Household | Date of Birth (MM/DD/YY) | Relationship | Source of Income: Work, Disability, Unemployment, Child Support, SSI etc. | **TAKE HOME PAY - NEED 2 MONTHS OF CURRENT PAYSTUBS AND/OR PROOF OF ANY INCOME** |
|---|--------------------------|--------------|---|--|
| | | Self | | \$ |
| | | Spouse | | \$ |
| | | Child | | \$ |
| | | Child | | \$ |
| | | Child | | \$ |
| | | Roommate | Lease Agreement - \$ | \$ |
| TOTAL INCOME | | | | |

List name and address of all sources of income (employer/government agency, etc)

| Name & Address of Employer | Name & Address of Employer |
|--|--|
| Company Name Address Phone # Fax # | Company Name Address Phone # Fax # |

If been with current employer less than 6 months, complete the following:

| Name & Address of Previous Employer | Name & Address of Previous Employer |
|--|--|
| Company Name Address Phone # Fax # | Company Name Address Phone # Fax # |

Do you receive food stamps? No Yes If yes, how much per month? _____
 Do you have 401K deducted monthly? No Yes If yes, how much per month? _____
 Have you ever filed bankruptcy? No Yes If yes, what chapter? _____
 Is property listed for sale? No Yes If yes, with whom? _____

Property Condition: Excellent Good Fair Poor

List any repairs, if needed: _____

Do you own any real estate besides your home? No Yes

Description of property _____ Value \$ _____
 Monthly Payments \$ _____ Monthly Rental Income \$ _____

ATTACH 2-3 MONTHS OF CURRENT BANK STATEMENTS

MONTHLY EXPENSES

| | |
|------------------------------------|---------------------------------------|
| Primary Mortgage Payment \$ | 2nd Mortgage Payment \$ |
| DATE LAST PAYMENT MADE | DATE LAST PAYMENT MADE |
| Auto Payment (s) \$ | Medical (not paid by insurance) \$ |
| Cable/Satellite/Internet \$ | Miscellaneous Debt \$ |
| Car Insurance/Gas/Maintenance \$ | Pay Day Loan Balance \$ |
| Child Support (you pay) \$ | Personal Loan \$ |
| Clothing & Essentials \$ | Phone/Cell Phone \$ |
| Day Care \$ | Prescriptions \$ |
| Diapers/Baby Food/etc. \$ | Recreation \$ |
| Entertainment \$ | School Expenses/school lunches \$ |
| Grocery Expenses \$ | Student Loan(s) \$ |
| Home Maintenance Repairs \$ | Tithing/Religious Organizations \$ |
| Home Owners Association Dues \$ | Total Credit Card Debt \$ |
| Life Insurance/Health Insurance \$ | Utilities (power, gas, water, etc) \$ |
| TOTAL \$ | |

REASON YOU FELL BEHIND ON HOUSE PAYMENT? UNEMPLOYMENT BENEFITS/CAR REPAIR/MEDICAL BILLS

PROPOSED PLAN TO BRING LOAN CURRENT



**Idaho Housing
and Finance**
ASSOCIATION

HOMEOWNERSHIP LENDING

P.O. Box 7899, Boise, Idaho 83707-1899



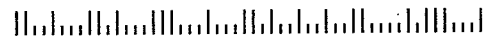
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NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 372 BOISE, IDAHO

POSTAGE WILL BE PAID BY ADDRESSEE

HOMEOWNERSHIP LENDING
IDAHO HOUSING AND FINANCE ASSOCIATION
PO BOX 7899
BOISE ID 83707-9862



NOTICE TO HOMEOWNERS
TIME SENSITIVE MATERIAL ENCLOSED

***PLEASE COMPLETE AND SIGN & DATE
THE ENCLOSED INFORMATION AND
SEND BACK TO IDAHO HOUSING &
FINANCE ASSOCIATION WITHIN 5 DAYS
OF RECEIVING THIS NOTICE.***

Enclosures

Counseling Agreement
Signature Authorization
Postage Paid Envelope
IHFA Privacy Policy



SIGNATURE AUTHORIZATION

I hereby authorize Idaho Housing and Finance Association (IHFA), HUD Counselor to access information regarding my home loan; verify my past, present and anticipated income from employment and other sources.

I further authorize IHFA to order a consumer credit report, as needed, to verify other credit information. It is understood a photocopy of this form will also serve as authorization.

This confidential information is needed to assist IHFA in determining eligibility for loan counseling purposes.

Print Borrower Name

Print Co-borrower Name

Borrower Signature

Date

Co-borrower Signature

Date

Borrower Social Security #

Co-borrower Social Security #

Address: _____

Lender/Service Name, Address and Phone Number

Lender/Service Loan Number

Notice to Borrowers

This is notice to you as required by the Right to Financial Privacy Act of 1978 that HUD/FHA has a right to access financial records held by financial institutions in connections with the consideration of administration of assistance to you. Financial records involving your transaction will be available to HUD/FHA without further notice or authorization, but will not be disclosed or released by this institution to another Government Agency or Department without your consent, except as required or permitted by law.



Foreclosure Mitigation Counseling Agreement

1. I understand that Idaho Housing and Finance Association (IHFA) provides foreclosure mitigation counseling after which I will receive a written action plan consisting of recommendations for handling my finances, possibly including referrals to other housing agencies as appropriate.
2. I understand that IHFA receives Congressional funds through the National Foreclosure Mitigation Counseling (NFMC) program and, as such, is required to share some of my personal information with NFMC program administrators or their agents for purposes of program monitoring, compliance and evaluation.
3. NFMC program administrators and/or their agents may follow-up with me between now and June 30, 2010 for the purposes of program evaluation. If you choose not to participate, please check the box below.

I/we wish to opt-out of this option

4. I acknowledge that I have received a copy of IHFA's Privacy Policy.
5. I may be referred to other housing services of the organization or another agency or agencies as appropriate that may be able to assist with particular concerns that have been identified. I understand that I am not obligated to use any of the services offered to me.
6. A counselor may answer questions and provide information, but not give legal advice. If I want legal advice, I will be referred for appropriate assistance.
7. I understand that IHFA provided information and education on numerous loan products and housing programs and I further understand that the housing counseling I receive from IHFA in no way obligates me to choose any of these particular products or housing programs.

Borrower (s) Signature (s)

_____ Date _____
_____ Date _____

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