

Borrower Verification Worksheet

**WELLS
FARGO** HOME
MORTGAGE

This form is to be completed on FHA files being referred to Liquidation. Failure to complete all fields will result in a delay of the short sale review.

Date

Client:

Loan Number:

Reason for Default? (Specific details are needed to verify hardship; e.g. "why was there a loss of income?")

Property Status (choose one):

☐ Vacant

☐ Owner-Occupied

☐ Tenant-Occupied

☐ Other-Occupied / Explain: _____

Was property ever used as a rental?

☐ Yes

If yes, dates rented/how long?

☐ No

Why was property vacated?

Provide mailing address when property is vacant

Is property vacant?

☐ Yes

If yes, dates vacant/how long?

☐ No

Why was property vacated?

Provide mailing address when property is vacant

Is property being maintained? (e.g. snow shoveled, utilities on, grass cut - marketable condition)

☐ Yes

☐ No

If no, why?

Is there any significant damage to the property?

☐ Yes

☐ No

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Are there any insurance claims open for the property?

- ☐ Yes
☐ No

Is/Was there ever a business on the property?

- ☐ Yes
☐ No

If yes, complete the following:

1) How long was it operated on the property?

2) Were alterations made to the property?

- ☐ Yes ☐ No

3) What type of business?

Is the borrower or co-borrower Active Military?

- ☐ Yes
☐ No

If yes, do they have active PCS (Permanent Change of Station) Orders?

- ☐ Yes ☐ No

Is the borrower or co-borrower self-employed?

- ☐ Yes ☐ No

Is there a 2nd mortgage?

- ☐ Yes ☐ No

How many are in the household?

Paying on Collections/Charge-Offs/Judgments?

- ☐ Yes ☐ No

If yes, how much?

Do you have a purchase contract/offer on the property?

- ☐ Yes ☐ No

Realtor Contact Info:

Realtor Name:

Realtor Company:

Phone:

Other Phone:

Fax:

Email:

Appraisal contact name:

Appraisal contact phone: