



## USDA Short Sale Information Form

- Loan Number: 216489891
- Property Address: 21061 MILLRIDGE STREET  
SPRING HILL, KS 66083
- **Mailing Address:** 21061 Millridge St  
Spring Hill, KS 66083

BORROWER	CO-BORROWER
Name	Name
Social Security Number	Social Security Number
Date of Birth	Date of Birth
Home Phone Number with area code	Home Phone Number with area code
Cell/Work Phone Number with area code	Cell/Work Phone Number with area code
Email Address	Email Address

PROPERTY LISTING INFORMATION	ADDITIONAL LIENS AND/OR MORTGAGES ON THIS PROPERTY?
Is the property listed for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lien Holder Name      Loan Number      Contact Number
Have you received an offer on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lien Holder Name      Loan Number      Contact Number
Date of Offer:	Lien Holder Name      Loan Number      Contact Number
Offer Amount:	Lien Holder Name      Loan Number      Contact Number
Agent's Name:	Lien Holder Name      Loan Number      Contact Number
Agent's Email address:	Lien Holder Name      Loan Number      Contact Number
Agent's Phone #:	Lien Holder Name      Loan Number      Contact Number
May we contact your agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Borrower's Signature

Date

Co-Borrower's Signature

Date

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HARDSHIP INFORMATION

Reduced Income

Check all items that apply to your situation:

- ☐ Death of wage earner
- ☐ Illness/Disability of wage earner (receiving disability)
- ☐ Illness/Disability of wage earner (not receiving disability)
- ☐ Military Duty (reducing or interrupting income)
- ☐ Reduction of Pay (cut in hours, overtime, salary, commission, bonus, etc.)
- ☐ Unemployment with payments (layoff, termination, shutdown, etc.)
- ☐ Unemployment with no unemployment benefits

Increased Expenses

Check all items that apply to your situation:

- ☐ One time increase – situation that caused increase is no longer an issue
- ☐ Unexpected or unplanned expenses, lasting **less than 12 months** (e.g. car repair)
- ☐ Unexpected or unplanned expenses, lasting **more than 12 months** (e.g. ongoing health expense)
- ☐ Increase in housing expenses (e.g.: need for relocation or duplicate housing caused by divorce, job transfer, or other necessary relocation)
- ☐ An excessive amount of debt

Please provide any additional details you want us to consider. If you need more space, please sign and date each additional page


Borrower’s Signature

Date

Co- Borrower’s Signature

Date



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## OCCUPANCY CERTIFICATION

Occupancy status of the property (check one):

☐ Owner Occupied      ☐ Tenant Occupied      ☐ Vacant      ☐ Other

If you no longer occupy the property:

Last date you lived in the property: \_\_\_\_\_

Please provide your reason for leaving the property:

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Is the property being maintained?    ☐ Yes    ☐ No      Are the utilities currently turned on?    ☐ Yes    ☐ No

Who is maintaining the property: \_\_\_\_\_

Please provide a brief description of what is being done to maintain the property:

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If the property is occupied by a tenant, please provide the occupancy dates:

If more than one tenant has lived in the property list each one

Date Tenant Moved In: \_\_\_\_\_ Date Tenant Moved Out: \_\_\_\_\_

Date Tenant Moved In: \_\_\_\_\_ Date Tenant Moved Out: \_\_\_\_\_

Date Tenant Moved In: \_\_\_\_\_ Date Tenant Moved Out: \_\_\_\_\_

Borrower's Signature

Date

Co- Borrower's Signature

Date



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NOTE: INCOME INFORMATION PROVIDED SHOULD BE NET/TAKE-HOME PAY

BORROWER NET INCOME		CO-BORROWER NET INCOME	
Employment Income	\$	Employment Income	\$
Disability	\$	Disability	\$
Rental Income	\$	Rental Income	\$
Unemployment	\$	Unemployment	\$
Child Support/Alimony	\$	Child Support/Alimony	\$
Social Security/Retirement	\$	Social Security/Retirement	\$
Other	\$	Other	\$

FAMILY EXPENSES	
Alimony/Child Support	\$
Auto Maintenance/Gas	\$
Child/Elder Care	\$
Church/Club	\$
Education	\$
Food	\$
Medical/Dental	\$
Pets	\$
Spending Money	\$
Other	\$
Other	\$

INSURANCE	
Auto Insurance	\$
Health Insurance (not deducted from salary)	\$
Life Insurance	\$
Other	\$

UTILITIES	
Cable TV	\$
Electricity	\$
Natural Gas	\$
Phone/Internet	\$
Sewer	\$
Other	\$

HOME EXPENSES	
HOA Dues	\$
Taxes/Insurance	\$
Rent	\$
Other	\$

WORK	
Dry Cleaning	\$
Parking	\$
Union Dues	\$
Other	\$

Borrower's Signature

Date

Co-Borrower's Signature

Date

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### ACKNOWLEDGEMENT AND AGREEMENT

*I certify under penalty of perjury:*

1. All of the information in this document is truthful.
2. The Servicer will obtain a current credit report on all borrowers obligated on the Note.
3. I will timely provide all requested documents and timely respond to all Servicer questions.
4. The Servicer will use the information in this document to evaluate my eligibility for a pre-foreclosure (short) sale or deed-in-lieu of foreclosures, but the Servicer is not obligated to offer me assistance.

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Borrower's Signature

Date

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Co-Borrower's Signature

Date

## **USDA Short Sale Information Form**

### **The Servicemembers Civil Relief Act (SCRA)**

#### ***Important Notice for Military Servicemembers Considering a Short Sale or Deed in Lieu of Foreclosure***

**If you or your spouse is a member of the military, please carefully review this document and notify your bank representative immediately. You may qualify for benefits and protections afforded by law.**

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The Servicemembers Civil Relief Act, *50 U.S.C. App. §§501 et seq.* (the "SCRA") provides military personnel and their dependants with a wide range of legal and financial protections. SCRA benefits and protections:

- Limit the maximum rate of interest that may be charged on debt incurred by an eligible servicemember before the servicemember began military service.
- May prevent the sale, foreclosure, or seizure of real estate, except when a valid court order exists that approves the sale, foreclosure, or seizure of the real estate.
- May stop a landlord or lender from evicting a servicemember from his/her residence.

**Depending upon your military status and when your loan was originated, the SCRA may prevent the lender from foreclosing on your property.** However, we understand that despite this protection, Servicemembers may still want to be relieved of the debt obligation associated with a home loan.

If you would like to discuss foreclosure alternatives such as a short sale or a deed in lieu of foreclosure, please contact us. Any negotiation for a short sale or a deed in lieu of foreclosure is not a threat of current or future litigation or an action to foreclose on the property, and should not be considered as such.

#### **Our Military Assistance Team is Here to Help**

For further assistance and to obtain information about the many benefits and protections available to military servicemembers, please contact Bank of America's Military Assistance Team at:

**(877) 430-5434**  
**Bank of America – Military Assistance Unit**  
**1515 W. 14th Street**  
**Mail Code: AZ1.807.01.19**  
**Tempe, AZ 85281**

#### **For Additional Information**

There are a number of other resources you can use to gain a better understanding of your SCRA rights and protections. Use these helpful sources to get started.

- **CONSULT AN ATTORNEY.** To fully understand your rights under the law, and before waiving your rights or voluntarily surrendering property, please consult an attorney.
- **JAG / LEGAL ASSISTANCE:** Servicemembers and dependents with questions about the SCRA should contact their unit's Judge Advocate or their installation's Legal Assistance Officer. A military legal assistance office locator for all branches of the Armed Forces is available at <http://legalassistance.law.af.mil/content/locator.php>
- **MILITARY ONESOURCE:** "Military OneSource" is the U. S. Department of Defense's information resource. Go to [www.militaryonesource.com/scra](http://www.militaryonesource.com/scra) or call 1-800-342-9647 (toll free from the United States) to find out more information. Dialing instructions for areas outside the United States are provided on the website.