

# Borrower Verification Worksheet



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: