



*All Things Financial*

**To Whom It May Concern:**

Per your request, First Tennessee Bank, NA (Bank) will consider releasing the mortgage which will permit the sale of the home to close even though the allotted funds from the closing will fall short of paying off your mortgage loan(s) with the Bank. During this time of consideration, all monthly payments and other loan obligations shall remain in full force and effect. If this loan is or becomes delinquent, the collection process will continue during the time of consideration. This may include collection calls, letters, reviewing the loan(s) for foreclosure, sending the loan(s) to an attorney and foreclosing on the property. Also, please be advised that upon contacting First Tennessee Bank regarding a possible short sale of your property your account will be charged for any necessary current valuations (Broker Price Opinions, appraisals, etc.), up to a maximum of \$500.00.

Before the Bank can make a decision to either accept or decline the sale, the following items/conditions must be received / agreed upon:

- 1) A copy of a signed purchase and sales agreement and commitment letter.
- 2) A proposed settlement sheet / HUD1 indicating where all funds are to be applied.
- 3) A current interior appraisal or BPO. (FTB will order)
- 4) A current title rundown and municipal tax certificate. – (FTB will order)
- 5) Payoff statements on all priority liens.
- 6) Broker is required to accept a commission that does not exceed 5%.
- 7) You must agree to continue payments on the remaining deficiency balance per the same terms as the original note.
- 8) A completed financial statement signed by all parties (debtor / co-debtor).
- 9) Two years signed tax returns signed by all parties (debtor / co-debtor).
- 10) Copies of two most recent pay stubs.
- 11) Copies of last two bank statements.

**No partial short sale packages will be accepted!**

Please note, until all information referenced above has been received the Bank will not consider any offers. Certified funds must be received within 3 days after the closing.

Finally, if the Bank agrees to release its Trust Deed for a specified amount, is not intended as a release of the Seller from any deficiency balances, all such rights being specifically reserved. Any agreement should not be deemed as a waiver of any rights or claims the Bank may have against any person, professional or other entity that may have been involved in the original loan transaction, all such rights being specifically reserved.

Sincerely,

*Amy McKamey*

Amy McKamey  
Consumer Loan Servicing Department  
First Tennessee Bank  
6522 Chapman Highway  
Knoxville, TN 37920  
800-354-4538 ext 24040

**CUSTOMER FINANCIAL STATEMENT**

Complete this form and mail it along with the information listed in the enclosed letter to: First Tennessee Bank, 6522 Chapman Highway Knoxville, TN 37920

Fax: 865-582-4040

**PART A BORROWER INFORMATION**

Borrower Name:		Co-Borrower:	
Borrower HP phone #.:	SS #:	Co-Borrower HP #.:	SS #:
Borrower Primary Home Street Address:		Co-Borrower Home Street Address:	
City:	State:	Zip:	Zip:
Borrower Employer:	Position:	Co-Borrower Employer:	Position:
Borrower WP No.:	Employment Dates:	Co-Borrower WP No.:	Employ Dates:

**PART B ASSETS AND LIABILITIES**

Description	Estimated Value	Amount Owed	Net Value
1. Cash			\$
2. All checking and savings			\$
3. Certificates of Deposit (CD)			\$
4. Stocks/Bonds/Mutual Funds			\$
5. All retirement assets (401(k)s, IRAs, etc.)			\$
6. TOTAL LIQUID ASSETS (add lines 1 through 5)			\$
7. Primary Home	(A)	(B)	Net Value (A minus B)
8. Other Real Estate	\$	\$	\$
9. Automobile(s) Make: Model: Year:	\$	\$	\$
10. Make: Model: Year:	\$	\$	\$
11. Cash Value of Life Insurance:	\$	\$	\$
12. Personal Property (computers, art, furniture, etc.)	\$	\$	\$
13. Other Assets (limited partnerships, etc.)	\$	\$	\$
14. TOTAL NON-LIQUID ASSETS (Add lines 7 through 13):	\$	\$	\$
15. TOTAL NET VALUE (add lines 6 and 14)	\$	\$	\$

**PART C PROPERTY DESCRIPTION (if subject property is rented)**

Tenant Name:	Monthly Rent:	Date Last Pd:	Date Lease Expires:
Address of Property Involved: Street		City	State
Tenant Name:	Monthly Rent:	Date Last Paid:	Date Lease Expires:
Address of Property Involved: Street		City	State

**PART D DEPENDANTS**

Name	Relationship	Date of Birth	In Daycare (Y/N)

Part E

Monthly Income

Description	Borrower Monthly Income	How Often Paid	Part-Time Monthly Income	How Often Paid	Co-Borrower Monthly Income	Totals per aid
1. Gross Salary/Wages (include all employees)	\$		\$		\$	
2. Overtime Pay	\$		\$		\$	
3. Commission	\$		\$		\$	
4. Bonuses	\$		\$		\$	
<b>5. TOTAL INCOME (add lines 1 through 4)</b>	\$		\$		\$	\$
<b>Less:</b>						
6. (Federal Income Tax)	\$		\$		\$	
7. (FICA)	\$		\$		\$	
8. (State Income Tax)	\$		\$		\$	
9. (Medical Insurance)	\$		\$		\$	
10. (401(k) and Other Savings)	\$		\$		\$	\$
<b>11. TOTAL Deductions (add lines 6 through 10)</b>	\$		\$		\$	\$
<b>12. TOTAL NET INCOME (subtract line 11 from 5)</b>						
13. Interest/Dividends	\$		\$		\$	
14. Alimony/Child Support	\$		\$		\$	
15. Social Security	\$		\$		\$	
16. Income from a Boarder	\$		\$		\$	
17. Gross Property Rent Income	\$		\$		\$	
18. Other Income	\$		\$		\$	
Specify Source						
<b>19. TOTAL "OTHER" INCOME (add lines 13 through 18)</b>	\$		\$		\$	\$
<b>20. GRAND TOTAL (add lines 12 and 19)</b>						\$

PART F

MONTHLY EXPENSES

Description	Month Payment	Balance Due	For Office Use Only
1. Mortgage or Land Contract	\$	\$	
2. Other Mortgage(s)	\$	\$	
3. Property Maintenance	\$	\$	
4. Automobile Loan	\$	\$	
5. Automobile Loan	\$	\$	
6. Automobile Insurance	\$	\$	
7. Gasoline - Car	\$	\$	
8. Car Maintenance	\$	\$	
9. Monthly Parking	\$	\$	
10. Finance Company	\$	\$	
11. Other Loans	\$	\$	
12. Credit Cards	\$	\$	
13. Alimony/Child Support	\$	\$	
14. Child Care	\$	\$	
15. Electricity/Heating	\$	\$	
16. Water/Sewage	\$	\$	
17. Telephone	\$	\$	
18. Cell Phone/Pager	\$	\$	
19. Cable Company	\$	\$	
20. Groceries	\$	\$	
21. School or work lunches	\$	\$	
22. School Tuition, Books, Etc.	\$	\$	
23. New Clothes/Shoes	\$	\$	

24. Dry Cleaning	\$	\$	
25. Spending (Pocket) Money	\$	\$	
26. Health Insurance (not deducted from payroll)	\$	\$	
27. Life Insurance (not deducted fro payroll)	\$	\$	
28. Doctor/Dentist	\$	\$	
29. Prescription Drugs	\$	\$	
30. Hospital	\$	\$	
31. Church	\$	\$	
32. Clubs, Sports, Hobbies, or Union Dues	\$	\$	
33. Entertainment - Movies, Dinner, etc.	\$	\$	
34. Other (please specify)	\$	\$	
35. Other (please specify)	\$	\$	
<b>TOTAL EXPENSES</b>	\$	\$	

**Authorization and Acknowledgement**

I obtained a Mortgage Loan secured by the above referenced property. I have described my current financial condition with this application for assistance, which will reflect my ability to afford the home if my intention is to keep it, or will reflect my hardship if my intent is to dispose of the home. I certify that all data presented herein, as well as attachments, are true, accurate, and correct to the best of my knowledge. I understand that submission of this application in no way obligates First Tennessee Bank to provide assistance to me and that more supporting documentation may be required.

By signing this application, I hereby authorize First Tennessee Bank to: 1. Order a credit report from any credit reporting agencies. 2. Verify, when deemed necessary, any current or previous employment, bank accounts, tax returns, or assets. 3. Release any and all data concerning my application and mortgage account.

Submitted this day of \_\_\_\_\_

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Co-Borrower Signature