

IndyMac Mortgage Services, a Division of Onewest Bank, FSB  
Loan Resolution Department  
7700 W. Parmer, Bld D  
Austin, TX 78729

Loan Number:

Property Address:

Thank you for contacting IndyMac Mortgage Services regarding the above referenced property. IndyMac Mortgage Services will review your request for assistance upon receipt of the following items:

**If you are selling your property and would like IndyMac Mortgage Services to consider your request for a Short Sale or Pre-Foreclosure Sale, the following items are required for review:**

- The completed Financial Statement and Hardship Explanation form. (Enclosed)
- Most recent checking and savings account statements for all borrowers.
- Proof of all sources of monthly household income, such as pay stubs for the last 30 days, or if self-employed, we need profit and loss statements for the last two quarters along with the most recent federal tax return. Leases and social security, pension, or disability statements are required if applicable.
- Any other documentation or information you feel may be relevant to the situation.
- Documentation showing the complete listing history for this property listing agreement(s).
- A sales contract signed by buyer & seller, **subject to IndyMac Mortgage Services/Lender Approval.**
- Completed Purchaser Eligibility Certification form (Enclosed)
- An estimated settlement statement showing all proposed seller paid closing costs.
- Proof of Buyer's financing (i.e. pre-qualification letter, etc...)

**Once you have obtained ALL of the required items, please write your name and loan number on every document, and submit your request via fax to: [626-583-1370](tel:626-583-1370).**

Upon receipt of your completed request for assistance, a Workout Analyst will be assigned to review your file. You or your designated agent or realtor will be contacted.

#### **Loss Mitigation Department**

Toll-Free: 1-877-736-5556

**NOTE: SUBMITTING YOUR REQUEST FOR WORKOUT REVIEW DOES NOT STOP THE FORECLOSURE PROCESS. ALL NORMAL SERVICING INCLUDING COLLECTIONS AND/OR FORECLOSURE IF APPLICABLE WILL CONTINUE UNLESS YOU ARE OTHERWISE NOTIFIED IN WRITING BY INDYMAC MORTGAGE SERVICES.**

**NOTE: If you would like IndyMac Mortgage Services to discuss your loan with a 3<sup>rd</sup> party such as a spouse, relative, friend, realtor, attorney, or lender, etc... you MUST complete and return this form to us first.**

**THIRD PARTY AUTHORIZATION FORM**

I hereby authorize IndyMac Mortgage Services to discuss my request for payment assistance with the individual(s) that I have identified below as my designated agent(s) (hereinafter the "Designated Agent"). Further, IndyMac Mortgage Services is hereby authorized to negotiate the terms of a workout agreement with my Designated Agent and to deliver documents to my Designated Agent which concern my request for payment assistance. I understand that I will be fully responsible for reviewing any information that is sent by IndyMac Mortgage Services to my Designated Agent. This Authorization will remain effective until I specifically notify the IndyMac Mortgage Service Workout Department in writing that this Authorization is of no further force and effect.

My Designated Agents are:

\_\_\_\_\_  
(Insert name of 3<sup>rd</sup> party)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
(Insert name of 3<sup>rd</sup> party)

\_\_\_\_\_  
Phone #

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Borrower

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Loan # \_\_\_\_\_

**PART A: BORROWER INFORMATION**

Borrower Name		Social Security No.		Co-Borrower Name		Social Security No.	
Borrower's Date of Birth : / /				Co-Borrower's Date of Birth: / /			
Borrower's Phone Number- Daytime: Evening:				Co-Borrower's Phone Number- Daytime: Evening:			
Primary Home Address (where you live) Street Address:				Co-Borrower's Primary Address (if different than Borrower) Street Address:			
City:		ST:		City:		ST:	
		Zip:				Zip:	
Employer:		Position:		Employer:		Position:	
Employment Dates (from-to)		Annual Salary: \$		Employment Dates (from-to)		Annual Salary: \$	

**PART B: ASSETS AND LIABILITIES**

	DESCRIPTION	ESTIMATED VALUE (A)	AMOUNT OWED (B)	NET VALUE (A - B)
1	Cash	\$	\$	\$
2	All Checking & Savings Accounts	\$	\$	\$
3	Certificates of Deposits (CD's)	\$	\$	\$
4	Stocks/Bonds/Mutual Funds	\$	\$	\$
5	All Retirement Assets (401(k)s, IRAs, etc.)	\$	\$	\$
6	TOTAL LIQUID ASSETS (add lines 1-6)	\$	\$	\$
	DESCRIPTION	ESTIMATED VALUE (A)	AMOUNT OWED (B)	NET VALUE (A - B)
7	Primary Home	\$	\$	\$
8	Other Real Estate	\$	\$	\$
9	Automobile(s)	\$	\$	\$
	Make Model Year	\$	\$	\$
	Make Model Year	\$	\$	\$
10	Cash Value of Life Insurance	\$	\$	\$
11	Personal Property (computers/furniture, etc.)	\$	\$	\$
12	Other Assets (Limited Partnerships, etc.)	\$	\$	\$
13	TOTAL NON-LIQUID ASSETS (add lines 7-12)	\$	\$	\$
14	TOTAL NET VALUE (add lines 6-13)	\$	\$	\$
15	Other Debt Balances (credit cards, notes due, lines of credit)*	\$	\$	\$

\*Explain in Detail:

Have you filed bankruptcy? If yes, Filing Date:  
 Yes  No  Chapter 7  Chapter 13

Has your bankruptcy been discharged? Yes  No  If yes, please provide a copy of the discharge paper.

**PART C: PROPERTY DESCRIPTION (If Subject Property is Rented)**

Address of Property Involved in Workout:  
 Street: City: ST: Zip:

Tenant Name, If Applicable	Monthly Rent	Monthly Last Paid	Date Lease Expires

**PART D: DEPENDENTS**

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

**PART E: MONTHLY INCOME**

	DESCRIPTION (MONTHLY)	Borrower	Co-Borrower	TOTAL
1	Gross Salary Wages			
2	Overtime Wages			
3	Commissions (how often paid)			
4	Bonuses (when paid)			
5	Social Security			
6	Disability (short term or long term)			
7	Other Income (interest, rental, etc.)			
8	Alimony**			
9	Child Support**			
10	TOTAL MONTHLY INCOME (add lines 1-9)			
11	Less: Federal, FICA, and State Income Tax			
12	Other Deductions (401k, etc.)			
13	TOTAL DEDUCTIONS (add lines 11 & 12)			
14	NET PERSONAL INCOME (line 10 minus line 13)			

\*\* Notice: Alimony, child support, or separate maintenance income need not be revealed if the Borrower or Co-Borrower does not choose to have it considered for repaying the mortgage.

**PART F: MONTHLY EXPENSES**

	DESCRIPTION (MONTHLY)	MONTHLY PMT	BALANCE DUE	# of MOS. DELINQUENT
1	Primary Home Mortgage (including taxes & insurance)			
2	Taxes on primary home (if not included in #1)			
3	Insurance on primary home (if not included in #1)			
4	Rent Payment (if owner not occupying subject property)			
5	Maintenance on primary home			
6	Other Mortgages			
7	Automobile Loan(s)			
8	Other Loans			
9	Credit Cards (minimum payment)			
10	Alimony			
11	Child Support			
12	Child Care			
13	Utilities (water, electricity, gas, etc.)			
14	Telephone			
15	Insurance (automobile, health, & life)			
16	Medical expenses (uninsured)			
17	Car expenses (gas, maintenance, parking)			
18	Groceries and Toiletries			
19	Dry Cleaning and Clothing			
20	Spending Money			
21	Cable TV			
22	Entertainment (hobbies, dinner, movies, etc.)			
23	Vacations			
24	School Tuition			
25	HOA Fees			
26	Dependent Care			
27	Other Monthly Expenses*			
	*Explain:			
28	TOTAL PERSONAL EXPENSES (add lines 1-27)			

**EXPLANATION OF HARDSHIP**

What changes or events have occurred since your loan originated that have caused you to fall behind?

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How did this impair your ability to afford you mortgage payments?

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When did the change(s) and/or event(s) occur?

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Do you anticipate any improvement in your financial situation in the near future? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please explain:

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How much are you able to contribute towards your loan as of today? \_\_\_\_\_

How much are you able to contribute towards your loan in thirty (30) days? \_\_\_\_\_

**ACKNOWLEDGEMENT AND AUTHORIZATION**

I (we) agree that the financial information provided is an accurate statement of my (our) financial status. I (we) understand and acknowledge that any action taken by the lender of my (our) mortgage loan on my (our) behalf will be made in strict reliance on the financial information provided. I (We) authorize verification or re-verification of any information contained in this Financial Statement at anytime by the lender, its agents, successors and assigns, either directly or through a third party, including but not limited to a credit reporting agency, from any source named in this Financial Statement or otherwise submitted in connection therewith. My (Our) signature(s) below grants the lender the authority to contact my realtor, credit counseling service representative (if applicable), or any third party with respect to matters represented in this Financial Statement.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Borrower

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Co-Borrower

# PURCHASER ELIGIBILITY CERTIFICATION

**Loan Number(s):** \_\_\_\_\_

The purpose of the Purchaser Eligibility Certification is to identify Prospective Purchasers who are not eligible to purchase assets of failed financial institutions from the Federal Deposit Insurance Corporation under the laws, regulations and policies governing such sales. Completion of the Purchaser Eligibility Certification, **without modification**, is a prerequisite to any such purchase.

## DEFINITIONS

Affiliated Business Entity. An Affiliated Business Entity of a Prospective Purchaser means its spouse, dependent child or any member of its household; or any entity that directly or indirectly is under the control of the Prospective Purchaser, controls the Prospective Purchaser or is under common control with the Prospective Purchaser.

Associated Person. An Associated Person of a Prospective Purchaser who is an individual is (1) the Prospective Purchaser's spouse or dependent child or any member of the household, (2) a partnership in which the Prospective Purchaser is or was a general or limited partner, or (3) a corporation of which the Prospective Purchaser is or was an officer or director. An Associated Person of a Prospective Purchaser that is an entity is (1) any individual or entity that, acting individually or in concert with one or more individuals or entities, owns or controls 25 percent or more of the Prospective Purchaser; or (2) a managing or general partner of the Prospective Purchaser.

Contractor. A Contractor is any individual or entity that has submitted an offer to the FDIC to perform services or has a contractual arrangement with the FDIC to perform services.

Delinquent Obligation. A Delinquent Obligation is any debt or duty to pay money to the FDIC in excess of \$50,000 (in the aggregate for all such debts or duties) that is more than 60 days delinquent, or any other failure to comply with the terms and conditions of a written agreement with the FDIC that continues for more than sixty (60) days following notice. A Delinquent Obligation does not include any debt that has been settled, nor any debt that has been sold or transferred by the FDIC, nor any debt for which the FDIC has reported forgiveness of debt through the issuance of an IRS form 1099, nor any debt discharged in bankruptcy.

Failed Institution. A Failed Institution is any bank or savings association that has been under the conservatorship or receivership of the FDIC or of the Resolution Trust Corporation. It includes any entity owned and controlled by such a bank or savings association.

FDIC. FDIC means the Federal Deposit Insurance Corporation, whether acting in its corporate capacity or as conservator or receiver of a Failed Institution.

Prospective Purchaser. A Prospective Purchaser is any individual or entity that has made or intends to make an offer to purchase assets of a Failed Institution from the FDIC. For all purposes of this Certification, an "entity" includes any entity with a legally independent existence, including, without limitation, a trustee; the beneficiary of at least a 25% share of the proceeds of a trust; a partnership; a corporation; an association; or any other organization or society.

Substantial Loss. A Substantial Loss is (i) any debt or duty to pay money to the FDIC or a Failed Institution that has an outstanding balance of more than \$50,000 and that is more than 90 days past due; (ii) an unpaid final judgment of more than \$50,000 regardless of whether it is forgiven in a bankruptcy proceeding; (iii) a deficiency balance following a foreclosure sale of more than \$50,000 regardless of whether it is forgiven in a bankruptcy proceeding; or (iv) any loss of more than \$50,000 reported on an IRS Form 1099-C (Information Reporting for Discharge of Indebtedness).

## ELIGIBILITY CERTIFICATION

The undersigned hereby certifies that all of the following statements are true, correct and complete when made and will be true at closing of the sale.

- A. **FDIC Employees.** The Prospective Purchaser is not an FDIC employee, the spouse of an FDIC employee, or the minor child of an FDIC employee.
- B. **Delinquent Obligors.** Neither the Prospective Purchaser nor any of its Affiliated Business Entities has a Delinquent Obligation. *Under certain circumstances, the certification required in this paragraph may be waived. For more information about the waiver process and criteria, contact the FDIC sales representative. Note: If the sale is for FDIC real estate owned or items such as furniture, fixtures or equipment, artwork, automobiles or other tangible items, and the bid price will be less than \$250,000 (per item or per pool), then the certification set forth in this paragraph B is not required.*
- C. **FDIC Contractors.** Neither the Prospective Purchaser nor any of its Affiliated Business Entities is a Contractor that has performed services within the past three years relating to any of the assets that the Prospective Purchaser might buy, unless the contract for services allows for the purchase of such assets. *Under certain circumstances, the certification required in this paragraph may be waived. For more information about the waiver process and criteria contact the FDIC sales representative.*
- D. **Officers or Directors of Failed Institutions.** Neither the Prospective Purchaser nor any of its Associated Persons has ever been an officer or director of a Failed Institution or of an affiliate of a Failed Institution who (1) has participated in a material way in one or more transactions that caused a Substantial Loss to any such Failed Institution; *and* (2) in connection with such Substantial Loss has been found by a court or administrative tribunal, or alleged in a judicial or administrative action brought by the FDIC or any federal or state governmental entity to have (i) violated any law, regulation or order issued by a federal or state banking agency; (ii) breached a written agreement with a federal or state banking agency or with a Failed Institution; (iii) engaged in an unsafe or unsound practice in conducting the affairs of a Failed Institution; or (iv) breached a fiduciary duty owed to a Failed Institution.
- E. **Debarment from Participation in the Affairs of a Failed Institution.** Neither the Prospective Purchaser nor any of its Associated Person(s) has been removed from, or prohibited from participating in the affairs of a Failed Institution by a final enforcement action by the FDIC or any other federal banking agency (Office of the Comptroller of the Currency, Office of Thrift Supervision, or the Board of Governors of the Federal Reserve System).
- F. **Pattern or Practice of Defalcation.** Neither the Prospective Purchaser nor any of its Associated Person(s) has borrowed money or guaranteed loans in more than one transaction with the intent to cause a loss or with reckless disregard for whether such transactions would cause a loss to any financial institution insured by the FDIC, where these loans, in the aggregate, caused a Substantial Loss to one or more Failed Institutions.
- G. **Convicted of Certain Crimes.** Neither the Prospective Purchaser nor any of its Associated Person(s) (1) has been convicted of committing or conspiring to commit any offense under Section 215, 656, 657, 1005, 1006, 1007, 1014, 1032, 1341, 1343 or 1344 of Title 18 of the United States Code affecting any Failed Institution; *and* (2) has defaulted on any debt or duty to pay money (including any guaranty) owed to the FDIC or any Failed Institution to such an extent that a judgment has been rendered in favor of the FDIC or the property securing the debt has been foreclosed on.
- H. **If Seller Financing Is Used.** Neither the Prospective Purchaser nor any of its Associated Persons (1) has defaulted on any debts or duties to pay money (including any guaranty) to the FDIC or a Failed Institution that, in the aggregate, exceed \$1,000,000, to such an extent that a judgment has been rendered in favor of the FDIC or the property securing the debt has been foreclosed on; *and* (2) has made any fraudulent misrepresentations in connection with any of these debts or duties. *This representation is not required, and has no effect, if the Prospective Purchaser does not finance any portion of the purchase price through financing offered by the FDIC.*
- I. **Transactions Structured to Circumvent this Certification.** Neither the identity nor form of the Prospective Purchaser, nor any aspect of the contemplated transaction, has been created or altered with the intent, in whole or in part, to allow an individual or entity who otherwise would be ineligible to purchase assets from the FDIC to benefit directly or indirectly from the proposed transaction.

Seller / Borrower Name: \_\_\_\_\_ Loan Number(s): \_\_\_\_\_

**PROSPECTIVE PURCHASER INFORMATION**

Name of Prospective Purchaser		Tax ID Number or SSN	
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Other ( <i>Specify</i> )			
Physical Street Address (For Overnight Delivery)			
City	State or Province	Country	Postal Code
Contact Person and Title			
Telephone Number ( )	Fax Number ( )	E-mail Address	

IN WITNESS WHEREOF, the undersigned has executed this Certification as of this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

PROSPECTIVE PURCHASER

\_\_\_\_\_  
[Print Name of Prospective Purchaser]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name and Title of Authorized Signatory]

**Notice Concerning Legal Action**

Any person who knowingly or willfully makes false or fraudulent statements or disclosures in connection with this Certification will be referred to the Office of Inspector General and/or the appropriate law enforcement officials for investigation and legal enforcement and may be subject to fines and/or imprisonment (18 U.S.C. §§ 1001, 1007 and 1014).

## **PRIVACY ACT STATEMENT**

The Federal Deposit Insurance Act (12 U.S.C. §§1819, 1821, and 1823), 5 C.F.R. Part 3201, 12 C.F.R. Parts 340 and 366, and Executive Order 9397 authorize the collection of this information. The FDIC will use the information to assist in the determination of whether a Prospective Purchaser is eligible to purchase assets under the laws, regulations and policies pertaining to the FDIC. The FDIC may disclose this information: 1) to other federal, state or local agencies and to contractors to assist in the marketing or sale of assets; 2) to appropriate Federal, State or local agency or responsible authority, to the extent that disclosure is necessary and pertinent for investigating or prosecuting a violation of or for enforcing or implementing a statute, rule, regulation or order, when the information indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by any statute, or by regulation, rule or order issued pursuant thereto; 3) to a court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosure to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal law proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding and the information is determined to be relevant and necessary; 4) to a congressional office in response to a written inquiry made by the congressional office at the request of the individual to whom the record pertains; or 5) in accord with any other routine use appropriate for the FDIC's Insured Bank Liquidation Records, # 30- 64- 0013. Submitting this information to the FDIC is voluntary. Your failure, however, to submit all of the information requested and to complete the form entirely could result in your inability to bid on or purchase FDIC-held assets.

## **ESTIMATED REPORTING BURDEN**

Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Paperwork Reduction Act, Legal Division, FDIC, Washington, D.C. 20429; and to the Office of Management and Budget, Paperwork Reduction Project (3064-0089), Washington, D.C. 20503. Respondents need not respond to this request for information unless it displays a currently valid OMB Control Number.