

Loss Mitigation Checklist

1. Letter explaining the reason for requesting Loss Mitigation options and the options/payment terms you are proposing.
2. **IRS Form 4506-C (Request for Transcript of Tax Return)** (available on Cathay's website) – Each borrower must complete, sign and date this form. Borrowers who filed their tax returns jointly can send 1 form signed and dated by both filers.
3. **Individual Financial Statement** (available on Cathay's website) – All borrowers must complete and sign this form.
4. Completed copies of the 2 most recently filed **Federal Tax Returns**.
5. Summary of monthly expenses (e.g. utilities, credit cards, car payments).
6. Copies of documents verifying the income of each borrower, including any Social Security or disability payments, if applicable. The documents should include:

For all borrowers

- Your 3 most recent personal checking, savings, money market, mutual fund, stock and bond statements; send all statement pages, even if they're blank
- Your current property tax statement: send all statement pages, even if they're blank
- Your Homeowner's Insurance Policy Declaration page

For each borrower who is a salaried employee

- Your 3 most recent months pay stubs with year-to-date earnings

For each borrower who is self-employed or an independent contractor

- Your most recent quarterly or year-to-date Profit & Loss Statement with company name and date: send all statement pages, even if they're blank

For each borrower who has income such as Social Security, disability or death benefits, pension, public assistance or unemployment

- Your benefits statement or letter from the provider with the amount, frequency and duration of the benefits; send all pages, even if they're blank
- Your 2 most recent bank statements showing receipt of payment; send all statement pages, even if they're blank

For each borrower who is divorced and/or relying on alimony, child support or separation maintenance as qualifying income

- Divorce decree or separation agreement

- Legal documents showing the amount, frequency and duration of child support, alimony or separation maintenance income if you would like us to consider it as qualifying income
- Your 2 most recent bank statements showing receipt of the payment; send all statement pages, even if they're blank
- **Please note: You are not required to disclose child support, alimony or separation maintenance income, unless you want us to consider it as qualifying income.**

IMPORTANT:

- Please don't send us the originals of your financial documents (e.g., statements and pay stubs). Keep them for your records. We just need copies of this information.
- We must receive the originals of the IRS Form 4506-C (Request for Transcript of Tax Return).