

**Information for the Foreclosure Prevention/Loss Mitigation  
Assistance Program**  
**Community Action Program of Evansville**  
**Sheila Washington (812) 425-4241, ext. 3971**

**Please submit copies of the following documents:**

**Identification Information:**

- Picture Identification – All Adults
- Social Security Cards

**Income Verification: (all household members over 18 years of age)**

- Most recent check stubs within the past sixty (60) days
- Documentation of other sources of income  
(child support, TANF, Social Security, SSI, Veterans Benefits, Pensions,  
unemployment benefits etc.)
- Most recent bank statements for two months
- 12 month wage statement print-out from Work One  
(verification of quarters worked)
- Last 2 years of full tax returns (state & federal w/ W2s)  
(lender will request this documentation)

**Brief description for the cause of mortgage delinquency**

- Decrease of income documentation
- Legal separation or divorce documentation
- Documentation of accident or disability
- Documentation of medical emergency
- Death certificate of deceased member responsible for mortgage
- List of household income and expenses documentation
- Credit reports/score
- Draft Hardship Letter

**Bank Information:**

- Correspondence from bank/mortgage regarding delinquency.
- Correspondence from Sheriff or other law enforcement entity regarding  
potential foreclosure proceedings.
- Court summons and/or legal documents
- Pre-Suit Letter
- Settlement Conference Letter
- All closing documents  
(Good Faith/Truth-In-Lending/HUD 1 Settlement Statement/Appraisal/Home  
Inspection/Mortgage Application)
- Receipts for any payments made on behalf of household.
- Mortgage statements
- Blank workout forms from lender

## **Instructions for the Foreclosure Prevention Counseling Assistance Program**

- Please complete the documents enclosed within the Intake Application packet to ensure timeliness and accurate process.
- Please provide copies, not original, documents requested to include with the Intake Application.
- If possible, please contact your lender/mortgage company to obtain workout documents to return to office along with your Intake Application and other requested documents. Some lenders/mortgage companies may require on their documents enclosed with our standard applications. Please follow-up with your current lender/mortgage company for further details on obtain their documents.
- The Housing Intake Counselor will contact you to schedule an appointment to review your intake application and documents.
- Please provide valid telephone and/or contact numbers in which to provide ongoing communications regarding your case.
- Please provide printed names and signatures as requested in the Intake Application. Applications without signatures will not be processed.
- Please mail all documentation and intake applications in the enclosed self addressed envelope.
- Please contact the loss mitigation or mortgage default department of current your lender/mortgage company to inform your intentions to obtain counseling services with a HUD Certified Foreclosure Prevention Agency. You may provide the telephone number of our agency...(812) 425-4241, #3971. The Housing Intake Counselor will be able answer any questions your or your lender/mortgage company may have.
- If you have any questions, please feel free to contact the Housing Intake Counselor to address your needs and concerns.

Thank You!

Dear Mr. / Mrs. /Ms. / Miss Homebuyer

Thank you for your interest in the CAPE Foreclosure Prevention Program. Enclosed you will find an intake application and a list of items needed to compile with your intake application. You will also find a self addressed envelope to return your intake application and documents to our office. Please review the application and instructions carefully to ensure accuracy.

The state of Indiana has provided access to Indiana residents to obtain a free credit report from the three major reporting agencies (Experian, Equifax and Trans Union). Please log on line at [www.annualcreditreport.com](http://www.annualcreditreport.com) or call (877) 322-8228 to obtain your reports. Please submit copies of your reports along with your completed intake application.

Please contact our office at (812) 492-3971 to schedule your appointment to review your intake application. Please remember to mail all of your documents, credit reports, lender correspondence, and court summons (if applicable) and completed application within the enclosed self addressed envelope. The Housing Intake Counselor will contact you to schedule an appointment to review your application. **Any incomplete applications will not be reviewed.**

It is essential that all documents and applications are completed to ensure successful workout options with your lender.

If you have any questions, please contact our office at the above telephone number.

Thank for choosing CAPE to assist your family with your Foreclosure Counseling Prevention needs.

Sincerely,

Sheila Washington  
Housing Intake Counselor