ING DIRECT

We understand that your mortgage needs may have changed. A financial worksheet and documentation checklist are enclosed for you to complete so we can start reviewing your current financial situation. Simply follow these steps and we'll get in touch with you soon.

1. Complete and sign the enclosed financial worksheet.
2. Complete the documentation checklist below.
3. Keep copies of the completed financial worksheet and documentation for your files.
4. Return the completed financial worksheet, documentation checklists and required documentation to us no later than 04/15/2011 by mail or fax.
5. ING DIRECT works exclusively with ULS (United Lender Services) on all our Short Sale and Deed in Lieu title work and closings. ING DIRECT will place the title and escrow order once an adequate offer is received.

ING DIRECT, Attention: Home Retention, 30 7TH Ave South, St Cloud MN 56301
homeretention@ingdirect.com; 1-877-464-8541 (fax)

Home Retention Documentation Checklist

- ☐ Completed Financial Worksheet (attached)
- ☐ Evidence of current property taxes or repayment plan
- ☐ Copy of current homeowners insurance declaration page

Wage Earning Employees:
- ☐ 2 most recent bank statements
- ☐ 1 month of pay stubs

Self Employed:
- ☐ 2 most recent personal bank statements
- ☐ 2 most recent business bank statements
- ☐ 1 month of pay stubs or other proof of income
- ☐ Form 4506-T: Request for Transcript of Tax Return

Unemployed:
- ☐ 2 most recent bank statements
- ☐ 2 months of unemployment checks or award letter

Home Retention Short Sale Checklist

Please provide all requested information that is currently available

- ☐ Realtor contact information

  Realtor Name: ____________________

  Realtor Company: ____________________

  Realtor Phone: ____________________

  Realtor Email: ____________________

- ☐ Fully executed listing agreement and listing history/MLS/CMA
- ☐ Documentation from the 2nd lien holder accepting a payoff less than the Unpaid Principal Balance
- ☐ Fully executed purchase contract listing ULS as settlement/escrow agent: United Lender Services, 2000 Cliff Mine Road, Suite 610, Pittsburgh, PA 15275 and a copy of the earnest money deposit check.
- ☐ Authorization to Release Information (attached)
- ☐ Buyer's conditional approval or commitment letter from Lender
  Or proof of funds for a cash buyer
- ☐ ***I authorize ING DIRECT to speak to third parties and the 2nd lien holder, if applicable, on my behalf.***

2nd Lien Holder: ____________________ **Account #:** ____________________

____

Borrower Signature **Date**

If you have any questions, give us a call at 1-888-464-6118 weekdays from 8 AM to 11 PM ET.

ING DIRECT Home Retention

ING DIRECT

FINANCIAL DISCLOSURE WORKSHEET

BORROWER INFORMATION	
Name	
Customer Number	
Account Number	
Social Security Number	
Mailing Address	
City, State Zip	
Home Phone	
Work Phone	
Email Address	
Number of Dependents	

EMPLOYMENT STATUS	
Employment Status	*Employed Unemployed Self-Employed*
Length of Employment	
Months Unemployed	

MONTHLY INCOME

Notice: Alimony, child support or separate maintenance income need not be disclosed if the Borrower or Co-Borrower does not choose to have it considered for workout approval.

Enter total **MONTHLY** Amounts for Gross & Net Wages/Amount

Employer	Gross Wages	Net Wages
	$	$
	$	$
	$	$
	$	$

Additional Income (Not Wages)	Gross Amount	Net Amount
	$	$
	$	$
	$	$
	$	$

DESCRIPTION OF HARDSHIP

***Attach additional hardship description as necessary**

ASSETS	Amount Owed	Value
Your Home	$	$
Other Real Estate Owned	$	$
Retirement Funds		$
Investments		$
Checking Account		$
Savings Account		$
Auto 1 *Model* *Yr*		$
Auto 2 *Model* *Yr*		$
Other Assets		$

CO-BORROWER INFORMATION	
Name	
Customer Number	
Account Number	
Social Security Number	
Mailing Address	
City, State Zip	
Home Phone	
Work Phone	
Email Address	
Number of Dependents	

PROPERTY INFORMATION		
Street Address		
City, State Zip		
Is Property Your Primary Residence?	*Yes*	*No*
Occupancy Status of Property	*Occupied*	*Vacant*
Do You Want to Keep the Property?	*Yes*	*No*
Is Property For Sale?	*Yes*	*No*
Realtor Name		
Realtor Phone		
Listing Price	$	
Listing Date		
Property Insurance Status	*Current*	*Delinquent*
Property Tax Status	*Current*	*Delinquent*
Past Due Property Taxes: Amt Due	$	

MONTHLY EXPENSES	AMOUNT
Mortgage	$
Non-Escrowed Taxes/Insurance (primary)	$
Second Mortgage	$
Auto Payment(s)	$
Auto Insurance	$
Auto Fuel	$
Credit Card Payments	$
Day Care/Child Care/Tuition	$
Food	$
Utilities	$
Condo/Homeowners Association Fee	$
Medical (not covered by insurance)	$
Other Property Payments	$
Telephone	$
Cable TV	$
Internet	$
Other Expenses	$

I certify that the information provided by me on this form is accurate and reflects my current financial status. I understand and acknowledge that any action taken by ING DIRECT on my loan will be in strict reliance on the information provided and is subject to verification. I authorize ING DIRECT to verify the accuracy of the information provided (for example, by ordering a credit report or contacting my realtor and/or credit counselor).

Borrower Signature Date

Co-Borrower Signature Date

ULS
United Lender Services

Authorization to Release Information

Please fax this form back to United Lender Services if you are paying off a current mortgage, home equity loan or line of credit on your home.

To Current Lender: Please provide United Lender Services with information about my account.

Loan 1

Name of Creditor: ____________________

Creditor Phone No: ____________________

Loan Acc No: ____________________

Name on the Account: ____________________

Loan 2

Name of Creditor: ____________________

Creditor Phone No: ____________________

Loan Acc No: ____________________

Name on the Account: ____________________

I authorize you to release the payoff information on my loan with your company to United Lender Services.

Signature: ____________________ Date: ____________

Signature: ____________________ Date: ____________

Please note, any fee charged by your lender for this information will be added to the payoff amount.

Questions? Please contact ULS, toll free at 866-902-7569

United Lender Services, 2000 Cliff Mine Road, Suite 610, Pittsburgh, PA 15275

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize you to release any and all information to:
Company: Short Sale Success (including any of its agents and/or assigns)
Individuals:
Deborah Priebe or Randy Asbell

regarding the loan for the below referenced property. This authorization shall remain in effect until I specifically notify my mortgage company either verbally or in writing that this authorization is no longer in effect.

Date of last payment made on loan: ____________________ (if applicable)

Borrower Name/Address:	1st Mortgage Company
______________________ Print Name	______________________
______________________ Street Address	1st Mortgage Account Number
______________________ City, State, Zip	______________________

______________________ Signed	______________________ Social Security Number
______________________ Print Name	__________ Date
______________________ Signed	______________________ Social Security Number
______________________ Print Name	__________ Date

Form **4506-T**

(Rev. January 2010)

Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

▶ **Request may be rejected if the form is incomplete or illegible.**

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return.** There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.

1b First social security number on tax return or employer identification number (see instructions)

2a If a joint return, enter spouse's name shown on tax return.

2b Second social security number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code

4 Previous address shown on the last return filed if different from line 3

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

Caution. *If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.*

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ ____________

a **Return Transcript,** which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . ☐

b **Account Transcript,** which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days. . ☐

c **Record of Account,** which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days . . . . ☐

7 **Verification of Nonfiling,** which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . ☐

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days . . . ☐

Caution. *If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.*

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

____________ ____________ ____________ ____________

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** *For transcripts being sent to a third party, this form must be received within 120 days of signature date.*

Telephone number of taxpayer on line 1a or 2a

Sign Here

▶ **Signature** (see instructions) — Date

▶ **Title** (if line 1a above is a corporation, partnership, estate, or trust)

▶ **Spouse's signature** — Date