

## TCF NATIONAL BANK

Borrower Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

In order for TCF National Bank to consider your request for a short sale settlement of the above-referenced loan you must provide TCF National Bank with the following documentation by faxing the same to TCF National Bank, Attn: Emmy Brown (734) 542-2905.

**DO NOT SEND AN INCOMPLETE OR PARTIAL PACKAGE OR YOUR REQUEST WILL NOT BE CONSIDERED. ALL DOCUMENTATION MUST BE FULLY COMPLETED AND RECEIVED BEFORE BEING CONSIDERED BY TCF NATIONAL BANK.**

- Signed authorization from the borrower(s) permitting TCF National Bank to discuss this loan with a third party, if necessary (realtor, attorney, etc.)
- Copy of the purchase contract and any Riders or modifications thereto, executed by both the buyer(s) and seller(s).
- An estimated or preliminary HUD-1 settlement statement from the closing agent showing approximate closing costs. A net sheet or Good Faith Estimate will not be accepted. (This statement must reflect the following:
  - The Seller/Mortgagor is to receive no proceeds from this settlement;
  - The total real estate commission must not exceed 5% of the purchase price;
  - Attorneys' Fees must not exceed \$750.00;
  - The Seller/Mortgagor shall be responsible for the payment of any outstanding utility charges, including but not limited to, any amounts due for water, sewer or sanitary charges;
  - The Seller Mortgagor shall be responsible for the payment of any outstanding amounts due to the association governing the property, including but not limited to, any amounts due for past due assessments, move-in/move-out charges or deposits, and any fees or costs to acquire any documents required for the sale of the property;
  - Please note, excessive fees and closing costs, including but not limited to title charges, survey costs and other miscellaneous closing fees to be deducted from the Seller's proceeds will not be approved.

Copy of listing agreement. **PLEASE NOTE, THE REAL ESTATE SALES COMMISSION MUST NOT EXCEED 5% OF THE PURCHASE PRICE.**

Copy MLS with MLS list history (from the MLS archive) and comparables.

Occupancy status of the property:

- Vacant
- Occupied

Written explanation of the cause of the current financial situation (Attached Hardship Letter must be completed and signed).

The enclosed Personal Financial Statement, completed and signed.

Copy of the mortgagor's(s') last 2 pay stub(s) which include year-to-date information.

Copy of last three months' bank statements for all deposit accounts held by the mortgagor(s).

Copy of the mortgagor's(s') 2 most recent federal tax return, with all schedules and attachments including the W-2's.

If applicable, a current payoff statement from the first trust deed or mortgage holder (other than TCF National Bank), if applicable.

Written confirmation from all junior lien holders (other than TCF National Bank), indicating their reduced payoff. Please note, TCF National Bank will not typically discount its outstanding debt in order to satisfy other subordinate lien holder's debt.

As a condition of evaluating your request, an interior market analysis and/or appraisal of the property will be required. By signing below, I/we authorize TCF National Bank or its agents to access the subject property for the purposes of obtaining an interior market analysis and/or appraisal in consideration for a short payoff. **PLEASE SUPPLY A CONTACT NAME BELOW IN ORDER FOR OUR CERTIFIED AGENT, APPROVED BY TCF NATIONAL BANK, TO CONTACT YOU FOR AN APPOINTMENT. THIS IS A REQUIREMENT.**

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please note, should TCF National Bank agree to accept a short sale or a payoff for less than the balance due, you will be expected to repay the remaining balance due on your account (difference between the total debt owed and the agreed discount payoff amount). Below, please explain how you intend to repay the remaining balance due and owing, including your willingness to sign an unsecured note or a note secured by other property you may own for the remaining delinquency balance not paid by the short sale proceeds.

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BY SIGNING BELOW I/WE ACKNOWLEDGE AND CERTIFY THAT ALL OF THE INFORMATION AND DOCUMENTATION PROVIDED TO TCF NATIONAL BANK IS TRUE AND CORRECT AS OF THE DATE SET FORTH OPPOSITE MY/OUR SIGNATURE(S) ON THIS FORM AND ACKNOWLEDGE MY/OUR UNDERSTANDING THAT ANY INTENTIONAL OR NEGLIGENT MISREPRESENTATION(S) OF THE INFORMATION CONTAINED ON THIS FORM MAY RESULT IN CIVIL LIABILITY AND/OR CRIMINAL PENALTIES. I/WE ALSO AUTHORIZE TCF NATIONAL BANK TO VERIFY THIS INFORMATION, INCLUDING VERIFICATION OF EMPLOYMENT AND ACCOUNT BALANCES. I/WE FURTHER ACKNOWLEDGE THAT SUBMISSION OF THIS INFORMATION IS NOT A GUARANTEE THAT A DISCOUNT OR SHORT PAYOFF WILL BE ACCEPTED BY TCF NATIONAL BANK NOR WILL TCF NATIONAL BANK DELAY ANY ACTION OR DISPOSITION WHILE REVIEWING THE DOCUMENTATION.

\_\_\_\_\_  
BORROWER SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BORROWER SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**ACCOUNT NAME/ NUMBER:**

PROPERTY INFORMATION	
Subject Property Address (Street, City, State & Zip Code)	
No. of Units	
BORROWER INFORMATION	
Borrower's Name (include Jr. or Sr. if applicable)	
Co-Borrower	
Social Security No.	Home Phone (include area code)
Married _____ Unmarried (include single, divorced, widowed) Separated _____	Home phone (include area code)  Married _____ Unmarried (specify single, widowed, divorced) Separated _____
Present Address (street, city, state & zip code)	
own _____ rent _____ # yrs _____	own _____ rent _____ # yrs _____
EMPLOYMENT INFORMATION	
Name of Employer	
Co-Borrower	
Self-employed	
Business Phone (include area code)	
Business Phone (include area code)	
MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION	
Monthly Net Income (Take Home)	Total
\$ _____	Co-Borrower \$ _____
Net Employment Income (Take Home)	\$ _____
Overtime	
Bonuses	
Commissions	
Net Rental Income	
Total (Take Home)	\$ _____
Self employed Borrower(s) may be required to provide additional documentation such as tax returns and financial statements. Describe other income such as alimony, child support or separate maintenance income need not be revealed.	
STANDARD MONTHLY OBLIGATIONS	
B/C	Monthly Amount
	\$ _____
	\$ _____
STANDARD MONTHLY OBLIGATIONS	
Food:	Child Care:
Utilities:	Transportation:
Telephone:	Insurance/Car:
Insurance/Health:	Cable:
Medical Bills:	Insurance/Life:
	Mortgage Pmt:
	Car Pmt:
	Other:
	Other:
	Other:

**Financial Information Statement**  
 \*\*\* This is not an application \*\*\*

ACCOUNT NAME/ NUMBER:

**ASSETS AND LIABILITIES**

Assets		Liabilities	
Description	Cash Value	Description	Unpaid Balance
<b>List checking and saving accounts below:</b> Name of Bank, S&L or Credit Union			
Acct Number	\$	Monthly Pmt & #s to pay \$ Pmt & Mos	\$
Name of Bank, S&L or Credit Union			
Acct Number	\$	Acct Number:	\$
Stocks & Bonds	\$	Name of Company	\$
Company Name/Description			
Life Insurance net cash value	\$	Acct Number:	\$
Face Amount: \$		Name of Company	\$
<b>SUBTOTAL LIQUID ASSETS</b>			
Real Estate Owned (enter market value from schedule of real estate owned below)	\$	Acct Number:	\$
Vested Interest in Retirement fund	\$	Name of Company	\$
Net worth if business(es) owned (Attach Financial Statement)	\$	Acct Number:	\$
Automobile owned (Make and Year)	\$	Name of Company	\$
Automobile owned (Make and Year)	\$	Acct Number:	\$
Other Assets (Itemized)	\$	Name of Company	\$
<b>Total assets (a) \$</b>		<b>Total Liabilities (b) \$</b>	
Schedule of Real Estate Owned (if additional properties are owned, use extra sheets)			
Property Address (enter S if sold, PS for pending sale, R if rental held for income)	Type of Property	Present market Value	Amount of Mortgages & Liens
		\$	\$
<b>Totals</b>		<b>Gross Rental Income</b>	<b>Insurance, Maintenance, Taxes &amp; Misc.</b>
	\$	\$	\$
	\$	<b>Net Rental Income</b>	\$
I/We certify that the information provided in this statement is true and correct as of the date of this statement.			
Borrower's Signature:		Co-Borrower's Signature:	
Date:		Date:	

Financial Information Statement  
 \*\*\* This is not an application \*\*\*





### AFFIDAVIT OF "ARM'S LENGTH TRANSACTION"

Pursuant to a residential purchase agreement (the "Agreement"), the parties identified below as the "Seller(s)" and the "Buyer(s)", respectively, are involved in a real estate transaction whereby the real property commonly known as \_\_\_\_\_

(the "Property") will be sold by the Seller(s) to the Buyer(s).

TCF National Bank (the "Lender") holds a mortgage against the Property. In order to complete the sale of the Property, the Seller(s) and Buyer(s) have jointly asked the Lender to release the mortgage in order to facilitate the sale. The Lender, in consideration of the representations made below by the Seller(s), the Buyer(s), and their respective agents, agrees to accept the amount of \$ \_\_\_\_\_ to release its mortgage (pursuant to a separate agreement between the Lender and the Seller[s]) on the express condition that the Seller(s), the Buyer(s), and their respective agents (including, without limitation, real estate agents, escrow agents, and title agents) each truthfully represents, affirms and states as follows:

- 1) The purchase and sale transaction reflected in the Agreement is an "Arm's Length Transaction", meaning that the transaction has been negotiated by unrelated parties, each of whom is acting in his or her own self-interest, and that the sale price is based on fair market value of the Property. With respect to those persons signing this Affidavit as an agent for either the Seller(s), the Buyer(s), or both, those agents are acting in the best interests of their respective principal(s).
- 2) No Buyer(s) or agent of the Buyer(s) is a family member or business associate of the Seller(s) or the borrower(s) or the mortgagee(s).
- 3) No Buyer(s) or agent of the Buyer(s) shares a business interest with the Seller(s) or the borrower(s) or the mortgagee(s).
- 4) There are no hidden terms or hidden agreements or special understandings between the Seller(s) and the Buyer(s) or among their respective agents which are not reflected in the Agreement or the escrow instructions associated with this transaction.
- 5) There is no agreement, whether oral, written, or implied, between the Seller(s) and the Buyer(s) and/or their respective agents which allows the Seller(s) to remain in the Property as tenants or to regain ownership of the Property at any time after the consummation of this sale transaction.

- 6) The Seller(s) shall not receive any proceeds from the sale of the Property reflected in the Agreement.
- 7) No agent of either the Seller(s) or the Buyer(s) shall receive any proceeds from this transaction except as is reflected in the final estimated closing statement which shall be provided to the Lender for approval prior to the close of escrow.
- 8) Each signatory to this Affidavit expressly acknowledges that the Lender is relying upon representations made herein as consideration for releasing the mortgage encumbering the Property.
- 9) Each signatory to this Affidavit expressly acknowledges that any misrepresentation made by him or her may subject him or her to civil liability.

I/We declare under penalty of perjury under the laws of the State of Michigan that all statements made in this Affidavit are true and correct.

Additionally, I/we fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly and willfully make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et. seq.

**Buyer 1**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Seller 1**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Buyer's Agent**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Company)

\_\_\_\_\_  
(Signature and Date)

**Buyer 2**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Seller 2**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Seller's Agent**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Company)

\_\_\_\_\_  
(Signature and Date)



Servicer: \_\_\_\_\_

Loan Number: \_\_\_\_\_

**HELP FOR AMERICA'S HOMEOWNERS.**



### **Dodd-Frank Certification**

The following information is requested by the federal government in accordance with the Dodd-Frank Wall Street Reform and Consumer Protection Act (Pub. L. 111-203). You are required to furnish this information. The law provides that no person shall be eligible to begin receiving assistance from the Making Home Affordable Program, authorized under the Emergency Economic Stabilization Act of 2008 (12 U.S.C. 5201 et seq.), or any other mortgage assistance program authorized or funded by that Act, if such person, in connection with a mortgage or real estate transaction, has been convicted, within the last 10 years, of any one of the following: (A) felony larceny, theft, fraud, or forgery, (B) money laundering or (C) tax evasion.

I/we certify under penalty of perjury that I/we have not been convicted within the last 10 years of any one of the following in connection with a mortgage or real estate transaction:

- (a) felony larceny, theft, fraud, or forgery,
- (b) money laundering or
- (c) tax evasion.

I/we understand that the servicer, the U.S. Department of the Treasury, or their agents may investigate the accuracy of my statements by performing routine background checks, including automated searches of federal, state and county databases, to confirm that I/we have not been convicted of such crimes. I/we also understand that knowingly submitting false information may violate Federal law.

This Certificate is effective on the earlier of the date listed below or the date received by your servicer.

Borrower Signature	_____	Date	_____
Co-Borrower Signature	_____	Date	_____
Co-Borrower Signature	_____	Date	_____
Co-Borrower Signature	_____	Date	_____

# 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

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**

OMB No. 1545-1872

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

**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

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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

Signature (see instructions)	Date
Title (if line 1a above is a corporation, partnership, estate, or trust)	
Spouse's signature	Date