



Borrower Assistance Form



**Thomaston
Savings Bank**

Uniform Borrower Assistance Form



If you are experiencing a temporary or long-term hardship and need help, you must complete and submit this form along with other required documentation to be considered for available solutions. On this page, you must disclose information about (1) you and your intentions to either keep or transition out of your home; (2) the property's status; (3) real estate taxes; (4) homeowner's insurance premiums; (5) bankruptcy; (6) your credit counseling agency, and (7) other liens, if any, on your property.

On Page 2 you must disclose information about **all** of your income, expenses and assets. Page 2 also lists the required income documentation that you must submit in support of your request for assistance. On Page 3, you must complete the Hardship Affidavit in which you disclose the nature of your hardship. The Hardship Affidavit informs you of the required documentation that you must submit in support of your hardship claim.

NOTICE: In addition, when you sign and date this form, you will make important certifications, representations and agreements, including certifying that all of the information in this Borrower Assistance Form is accurate and truthful and any identified hardship has contributed to your submission of this request for assistance

REMINDER: The Borrower Response Package you need to return consists of: (1) this completed, signed and dated Borrower Assistance Form; (2) completed and signed IRS Form 4506T; (3) required income documentation, and (4) required hardship documentation.

Loan Number (usually found on your monthly statement) _____					
I want to:		<input type="checkbox"/> Keep the Property	<input type="checkbox"/> Sell the Property	<input type="checkbox"/> Surrender the Property	<input type="checkbox"/> Undecided
This property is currently:		<input type="checkbox"/> My Primary Residence	<input type="checkbox"/> A Second Home	<input type="checkbox"/> An Investment Property	
This property is currently:		<input type="checkbox"/> Owner Occupied	<input type="checkbox"/> Tenant Occupied	<input type="checkbox"/> Vacant	
BORROWER			CO-BORROWER		
BORROWER'S NAME			CO-BORROWER'S NAME		
SOCIAL SECURITY NUMBER		DATE OF BIRTH	SOCIAL SECURITY NUMBER		DATE OF BIRTH
HOME PHONE NUMBER			HOME PHONE NUMBER		
CELL OR WORK NUMBER			CELL OR WORK NUMBER		
MAILING ADDRESS					
PROPERTY ADDRESS (IF SAME AS MAILING ADDRESS, WRITE "SAME")			EMAIL ADDRESS		
Is the property listed for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the listing date? _____ If property has been listed for sale, have you recieved an offer on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of offer: _____ Amount of Offer: \$ _____ Agent's Name: _____ Agent's Number: _____ For Sale by Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No			Have you contacted a credit-counseling agency for help? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the counselor contact information below: Counselor's Name: _____ Agency's Name: _____ Counselor's Phone Number: _____ Counselor's Email Address: _____ _____		

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Do you have condominium or homeowner association (HOA) fees? Yes No
 Total amount: \$_____ Paid Monthly Quarterly Annually
 Name and address that fees are paid to: _____

Have you filed for bankruptcy? Yes No
 If yes: Chapter 7 Chapter 13 Filing Date: _____
 Has your bankruptcy been discharged? Yes No Bankruptcy case number: _____

Are you currently, or have been in the last 12 months, active duty military? Yes No
 Do you anticipate being active military in the near future? Yes No

Monthly Household Income		Monthly Household Expenses		Household Assets (associated with the property and/or borrower(s))	
Monthly Gross Wages	\$	First Mortgage Payment	\$	Checking Account(s)	\$
Overtime / Tips / Commissions	\$	Second Mortgage Payment	\$	Savings Account(s)	\$
Child Support / Alimony*	\$	Homeowner's Insurance	\$	IRA / 403/ Money Market	\$
Non-taxable social security/SSDI	\$	Property Taxes	\$	401k Balances	\$
Pension / Retirement / Annuities	\$	Credit Cards/Installment Loans (total mo. min.)	\$	Stocks / Bonds / CDs	\$
Unemployment Income	\$	Child Support	\$	Cash Value of Life Insurance	\$
Self Employed Income	\$	Auto Loan or Lease	\$	Other Real Estate (estimated value)	\$
Rental Income	\$	HOA/Condo Fees/Property	\$	Other Cash on Hand	
Other		Mortgage/loans on other properties			
Total (Gross income)	\$	Total Debts		Total Assets	\$
Monthly Living Expenses					
Utilities (Electricity/Gas/Oil/Water/Sewer)	\$	Auto Insurance	\$	Food	\$
Cable TV/ Phone/ Internet	\$	Child Care	\$	Transportation (gas/ auto maintenance)	\$
Clothing	\$	Medical/Dental	\$		\$
*Notice: Alimony, child support, or separate maintenance income do not need to be revealed if you do not choose to have it considered for repaying this loan.					
Any other liens (mortgage liens, mechanics liens, tax liens, etc.)					
Lien Holder's Name	Balance and Interest Rate	Loan Number	Lien Holder's Phone Number		

Required Income Documentation

Do you earn a salary or hourly wage? Salary Hourly

How often are you paid?

Monthly Semi-Monthly Bi-weekly Weekly Other _____

For each borrower who is a salaried employee or hourly wage earner, include the most recent pay stubs that reflect at least 30 days of year-to-date earnings for each income source for each borrower.

NOTE – the oldest paystub must be within 45 days from the date of receipt of this application.

Are you self-employed?

Please supply a signed and dated year-to-date Profit and Loss Statement for the current year. Additionally you must document your ownership percentage of the business and the two (2) most recent business bank statements. If you do not supply a Profit and Loss for the entire year, you must provide documentation why year-to-date information was not provided. Profit and Loss statements must be for at least a 90 day period. Requests for assistance between January 1st and March 31st must include the full prior year's Profit and Loss Statement.

List All Employers and Start Date of Job:

If Teacher, Number of Paychecks Received per Year: _____

Do you have any additional sources of income? Provide for each borrower as applicable: _____

"Other Earned Income" such as bonuses, commissions, housing allowance, tips, or overtime:

- If you receive bonuses, commissions, tips, etc. please provide documentation detailing the amount and frequency of these other income types. If applying for assistance between January 1st and March 31st, you must include the final paystub from the prior year that includes the year-to-date amounts of all "other" income types.

Social Security, disability or death benefits, pension, public assistance, adoption assistance or other income types:

- Documentation showing the amount and frequency of the benefits/income, such as awards letter, exhibits, disability policy or benefits statement from the provider, and
- Proof that benefits will continue for at least 12 additional months or on an ongoing basis.

Rental income:

- Copy of current signed lease agreements for all rented properties that show the address of the property rented, monthly rent amount, tenant name and expiration of the lease agreement. NOTE – if the lease agreement is expired and/or on a month-to-month cycle, we must also receive 2 most recent bank statements showing receipt of the rent payments and documentation the tenant is still occupying the property.
- If rentals are weekly or seasonal, please provide a detailed, signed and dated year-to-date Profit and Loss Statement. (Must cover a minimum 90 day period and if applying between January 1 and March 31st, please provide prior year's year-to-date Profit and Loss Statement.)

Investment income:

- Copies of the two most recent investment statements or bank statements supporting receipt of this income source.

Alimony, child support, or separation maintenance payments as qualifying income:*

- Copy of divorce decree, separation agreement, or other written legal agreement filed with a court, or court decree that states the amount of the alimony, child support, or separation maintenance payments and the period of time over which the payments will be received.

***Notice: Alimony, child support, or separate maintenance income do not need to be revealed if you do not choose to have it considered for repaying this loan.**

HARDSHIP AFFIDAVIT

(Provide a written explanation with this request describing the specific nature of your hardship.)

I am requesting review of my current financial situation to determine whether I qualify for temporary or permanent assistance. Please briefly document the reason you are requesting assistance:

Date Hardship Began: _____

I believe that my situation is:

- Short-term (under 6 mo.) Long-term or Permanent Hardship (greater than 6 months)

I am having difficulty making my monthly payment because of reasons set forth below:
(Please check all that apply and submit required documentation demonstrating your hardship.)

If Your Hardship is:	Then the Required Hardship Documentation is:
<input type="checkbox"/> Underemployment	<input type="checkbox"/> No hardship documentation required, as long as you have submitted the income documentation that supports the income described in the Required Income Documentation section
<input type="checkbox"/> Income reduction (e.g., elimination of overtime, reduction in regular working hours, or a reduction in base pay)	<input type="checkbox"/> No hardship documentation required, as long as you have submitted the income documentation that supports the income described in the Required Income Documentation section
<input type="checkbox"/> Divorce or legal separation; Separation of Borrowers unrelated by marriage, civil union or similar domestic partnership under applicable law	<input type="checkbox"/> Divorce decree signed by the court; OR <input type="checkbox"/> Separation agreement signed by the court; OR <input type="checkbox"/> Current credit report evidencing divorce, separation, or non-borrower has a different address; OR <input type="checkbox"/> Recorded quitclaim deed evidencing that the non-occupying Borrower or co-Borrower has relinquished all rights to the property
<input type="checkbox"/> Death of a borrower or death of either the primary or secondary wage earner in the household	<input type="checkbox"/> Death certificate
<input type="checkbox"/> Long-term or permanent disability; Serious illness of a borrower/co-borrower or dependent family member	<input type="checkbox"/> Proof of monthly insurance benefits or government assistance (if applicable); OR <input type="checkbox"/> Written statement or other documentation verifying disability or illness; OR <input type="checkbox"/> Medical bills None of the above shall require providing detailed medical information
<input type="checkbox"/> Disaster (natural or man-made) adversely impacting the property or Borrower's place of employment	<input type="checkbox"/> Insurance claim; OR <input type="checkbox"/> Federal Emergency Management Agency grant or Small Business Administration loan; OR <input type="checkbox"/> Borrower or Employer property located in a federally declared disaster area
<input type="checkbox"/> Distant employment transfer	<input type="checkbox"/> No hardship documentation required

Uniform Borrower Assistance Form



<input type="checkbox"/> Business Failure	<input type="checkbox"/> Tax return from the previous year (including all schedules) AND <input type="checkbox"/> Proof of business failure supported by one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Bankruptcy filing for the business; or <input type="checkbox"/> Two months recent bank statements for the business account evidencing cessation of business activity; or <input type="checkbox"/> Most recent signed and dated year-to-date profit and loss statement
<input type="checkbox"/> Other (a hardship that is not covered above)	Written explanation describing the details of the hardship and relevant documentation

Borrower/Co-Borrower Acknowledgement and Agreement

1. I certify that all of the information in this Borrower Assistance Form is truthful and the hardship(s) identified within has contributed to submission of this request for assistance.
2. I understand and acknowledge that Thomaston Savings Bank, owner or guarantor of my loan, or their agent(s) may investigate the accuracy of my statements, may require me to provide additional supporting documentation, and that knowingly submitting false information may violate Federal and other applicable laws.
3. I understand Thomaston Savings Bank will obtain a current credit report on all borrowers obligated on the Note.
4. I understand that if I have intentionally defaulted on my existing loan agreement, engaged in fraud or misrepresented any fact(s) in connection with this request for assistance or if I do not provide all required documentation, Thomaston Savings may cancel any assistance granted and may pursue foreclosure on my home and/or pursue any available legal remedies.
5. I certify that my property has not received a condemnation notice.
6. I certify that I am willing to provide all requested documents and to respond to all Thomaston Savings Bank communications in a timely manner. **I understand that time is of the essence.**
7. I understand that Thomaston Savings Bank will use this information to evaluate my eligibility for available assistance and foreclosure alternatives, but Thomaston Savings Bank is not obligated to offer me assistance based solely on the representations in this document or other documentation submitted in connection with my request.
8. If I am eligible for a modification or forbearance plan, and I accept and agree to all terms of such plan, I also agree that the terms of this application are incorporated into such plan by reference as if set forth in such plan in full. My first timely payment under the plan and the appropriate signed agreement, where applicable, will serve as acceptance of the terms set forth in the notice of the plan sent by Thomaston Savings Bank. I agree that Thomaston Saving Bank's acceptance of any payments under the plan will not be a waiver of any acceleration of my loan or foreclosure action that has occurred and will not cure my default unless such payments are sufficient to completely cure my entire default under my loan.
9. I agree that when Thomaston Savings Bank accepts and posts a payment during the term of any modification or forbearance plan it will be without prejudice to, and will not be deemed a waiver of, the acceleration of my loan or foreclosure action and related activities and shall not constitute a cure of my default under my loan unless such payments are sufficient to completely cure my entire default under my loan.
10. I understand that Thomaston Savings Bank will collect and record personal information that I submit in this Borrower Response Package and during the evaluation process, including, but not limited to, my name, address, telephone number, social security number, credit score, income, payment history, and information about my account balances and activity. I understand and consent to Thomaston Savings Bank's disclosure of my personal information and the terms of any relief or foreclosure alternative that I receive to any servicer that services my first lien or subordinate lien (if applicable) or to any HUD-certified housing counselor.
11. I consent to being contacted concerning this application for mortgage assistance at any telephone number, including mobile telephone number, or email address I have provided to the lender, servicer or authorized third party. *I understand that by providing my phone number, I consent to Thomaston Savings Bank, its affiliates, agents and assignees of any of those contacting me at this number by calling, texting or sending other electronic messages, from time to time, for any reason about my accounts with Thomaston Savings Bank and its affiliates, including but not limited to, for collection and payment purposes, even if I have submitted a request to cease collection calls. I agree that automated dialing equipment or prerecorded voice messages may be used for any of these purposes.

Borrower Signature

Date

Co-Borrower Signature

Date

