

# Document Checklist

**The following documents are needed in order to complete your modification request:**

- CitiMortgage Work Out Package
- Dodd-Frank Certification
- 4506-T
- Request for Assistance Form
- Hardship Affidavit/710 Form
- Pay stubs covering the last 60 days (if unemployed, please bring your unemployment benefits letter)
- Most recent personal checking, savings, money market, mutual funds, stock and bonds statements, covering the last 60 days
- Current property tax statement
- Homeowner's Insurance Policy Declaration page
- Last two years of completed and filed tax returns including all pages and schedules (proof of 2013 filing extension, if applicable)
- If self-employed:
  - Profit and Loss statement (2013, or last quarter) and last six months of business bank statements
- Homeowner's Association (HOA) Statement, if applicable
- Rental Income (lease agreement and bank statements to support), if applicable
- If seeking assistance with your 2nd lien, please provide your 1st lien mortgage statement
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This is an attempt to collect a debt; any information obtained will be used for that purpose.

If an attorney represents you, please refer this letter to such attorney and provide us with your attorney's name.

To the extent your obligation has been discharged, or is subject to an automatic stay of bankruptcy under Title 11 of the United States Code, this notice is for compliance and informational purposes only and does not constitute a demand of payment or any attempt to collect such obligation.

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