

## Required Documents for Foreclosure Prevention Assistance

This is a list of the required documents to prepare your application for assistance.

Failure to obtain all of the required documents will result in delays. Visit

[www.dominionfinancial.org](http://www.dominionfinancial.org) for samples and additional information.

**NOTE:** Additional documents may be requested during or after your counseling session.

### Income

- ☐ Most recent pay stub (within 30 days) for all household members over 18
- ☐ Verification of Unemployment Benefits (Benefit History Master with Check Detail)  
**NOTE: These documents obtained from your local Career Center—in person**
- ☐ Verification of SSI or Other Assistance (i.e., Award Letter including all pages)

### Financial Records

- ☐ Most Recent Tax Returns with W-2s and all schedules **NOTE: Returns must be signed and dated (use today's date) on page 2 of Form 1040**
- ☐ Other tax returns required based on date of hardship (year before hardship to date)  
○ 2010      ○ 2009      ○ 2008      ○ 2007
- ☐ Most Recent Tax Return with W-2s and all schedules for any other household member over 18
- ☐ Confirmation of Non-filing from IRS
- ☐ Year to Date Profit and Loss Statement if Self-Employed (Must be signed and dated)
- ☐ Most Recent Two Months Bank Statements for all accounts (Checking, Savings, Business, Retirement Accounts, etc.)
- ☐ Completed Budget
- ☐ All Monthly Bills (must include a utility bill in your name to prove you occupy the property)

### Legal Documents

- ☐ Final Divorce Decree/Marital Dissolution (official copy)
- ☐ Verification of Court Ordered Child Support with copies of children's birth certificates

### Mortgage/Homeowner Documents

- ☐ Property Tax Statement (if available)
- ☐ Copy of Mortgage Note for All Mortgages  
**NOTE: Located in Loan Closing Package**
- ☐ Most Recent Mortgage Statement
- ☐ Home Owner's Association (HOA) Statement
- ☐ Homeowner's Insurance Declaration Page
- ☐ Delinquency Notices (Taxes, HOA, etc.)

### Identification

- ☐ Driver's License, Permanent Resident Card or State or Federal Issued ID
- ☐ Copy of Social Security Card

### Correspondence

- ☐ Hardship Letter (Brief description including month, day and year hardship began)
- ☐ Bankruptcy Discharge or Dismissal
- ☐ Separation Letter from Employer if available
- ☐ Foreclosure or Default letters