

New Client Intake Sheet:

Please fill out this
packet completely or
your file will not be
processed!

Required Documentation

1. ___ Intake packet completely filled out
2. ___ Mortgage statement, most recent (and for any other properties)
3. ___ All monthly expenses (fill out expense sheet provided)
4. ___ 2 month's (most recent) check stubs for all borrowers
5. ___ 3 months (most recent) Bank Statements for all accounts
6. ___ 2 years of income taxes (2007-2008) with all Schedules
7. ___ Property taxes and insurance policy statements if paid separately
8. ___ Recent Utility Bill
9. ___ Rental contracts for tenants, if applicable
10. ___ If Self-Employed, last 3 months of Business Bank statements and if available a Yr-to-Date Profit & Loss Statement.
11. ___ Handwritten explanation of hardship

Authorization to Release Information

Lender: _____

Loan/Account Number: _____

Property Address: _____

I/We e hereby authorize you to release to: Michelle Gonzalez, Ian Eagan, Robert Vaughan *Affinity Realty* or their agents and assigns any and all information that he/they may require about my loan/account for the above referenced property. "Agents" shall include all retained agents, attorneys and their assistants. You may reproduce this document to acquire reference from more than one source.

_____	_____	_____
Borrower	Social Security#	Date
_____	_____	
Printed Name	Date of Birth	
_____	_____	_____
Co-Borrower	Social Security#	Date
_____	_____	
Printed Name	Date of Birth	

Personal Information

Name: _____ Marital Status: _____

Social Security Number: _____ Date of Birth: _____

Co-signer

Name: _____ Marital Status: _____

Social Security Number: _____ Date of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home: (____) _____

Work: (____) _____

Cellular: (____) _____

Bankruptcy? Yes ___ No ___ Case Number: _____

Chapter 13 ___ Date: _____

Chapter 7 ___ Judge's Name: _____

Dependents

Name	Lives in Home? Y/N	Age	Relationship

How many people total live in the home? _____ Adults _____ Children

Property Information

Is this your Primary Residence? Yes ____ No ____

Do you want to save your home? Yes ____ No ____

Are you interested in refinancing? Yes ____ No ____

Number of months behind? _____

Are Payments behind on 2nd TD? Yes ____ No ____

How many months? _____

Date of purchase: _____

Price of purchase: \$_____

Monthly payment: \$_____

Taxes included in the payment? Yes ____ No ____

Current balance: \$_____

Have you refinanced? Yes No When: _____

Do you have a prepayment penalty? Yes No

Current Value: _____

Date of Notice of Default (NOD): _____

Trustee Sale Date: _____

Primary Mortgage Information

1st Mortgage Lender name: _____

Loan number: _____

2nd Mortgage Lender name: _____

Loan number: _____

3rd Mortgage Lender name: _____

Loan number: _____

Employment and Income Information

Borrower

Company name: _____

Address: _____

Position: _____ How long: _____ Monthly salary: \$ _____

Self Employed? Yes No

How often do you get paid? Weekly Bi-weekly Monthly

Unemployment? Yes No Monthly Income: \$ _____

Social Security benefits? Yes No

Since when: _____ Monthly income: \$ _____

Other Income: \$ _____

(please describe) _____

Co- Borrower

Company name: _____

Address: _____

Position: _____ How long: _____ Monthly salary: \$ _____

Self Employed? Yes No

How often do you get paid? Weekly Bi-weekly Monthly

Unemployment? Yes No Monthly Income: \$ _____

Social security benefits? Yes No

Since when: _____ Monthly income: \$ _____

Other Income: \$ _____

(please describe) _____

Contribution Information:

Any household Contributors that pay rent? (Please list names below)

Household Monthly Expenses

1st mortgage		
2 nd mortgage		
Property Taxes		
Property Insurance		
Maintenance expenses of Property		
Home owners association		
Child Support		
Child care		
Other loans (see next page)		
Student loans (see next page)		
Credit cards (see next page)		
Car note (see next page)		
Gasoline / Parking		
Auto insurance		
Electricity		
Water / sewage		
Gas		
Cable / Internet		
Telephone		
Cellular		
Clothes / Shoes / Uniforms		
Dry cleaning		
Entertainment		
Donations		
Food		
Medical insurance		
Life insurance		
Medical expenses		
Other		
Total		

Monthly Expenses for Rental Properties

Property #1:	
Property Address:	
1 st mortgage	
2 nd mortgage	
Property taxes	
Property Insurance	
Maintenance expenses of <u>property</u>	
Home owners association fees	

Only list what landlord pays below (do not include tenants expenses):

Electricity	
Water / sewage	
Gas	
Cable / Internet	
Telephone	
Other	

Property #2:	
Property Address:	
1 st mortgage	
2 nd mortgage	
Property taxes	
Property Insurance	
Maintenance expenses of <u>property</u>	
Home owners association fees	

Only list what landlord pays below (do not include tenants expenses):

Electricity	
Water / sewage	
Gas	
Cable / Internet	
Telephone	
Other	