



## Steps to a Home Retention Solution

*Follow these easy steps!*

1. Call BCL of Texas and discuss your homeownership situation
2. Have Counselor explain the guidelines, check list, eligibility, and requirements
3. Give us permission to obtain information about you from your lender
4. Fill out customer intake
5. Provide counselor with all required information
6. Work side by side with the counselor to find your Home Retention Solution.

### **Required Document Checklist**

Please verify that you have submitted the following items by checking the box:

- Attended a BCL Foreclosure Prevention workshop or counseling session
- Completed and Signed Intake Packet
- Signed Authorization Form
- Signed Disclosure Form
- 2 months of recent paycheck stubs from all household members (no older than 60 days)
- 2 months bank statements (all pages and no older than 60 days)
- Tax returns and W-2's for the last two years
- Signed Tax form 4506T-EZ (BCL will provide)
- Recent Mortgage statement and any additional letters from your lender/servicer
- Most recent utility bill
- Hardship Letter explaining on why you fell behind on your payments and what you are doing to change your situation and not fall behind in the future. (please be very specific and include details, dates, etc.)

### **Additional Documents Needed if Applicable**

- Divorce Decree (if ex-spouse is on the mortgage still)
- Bankruptcy Documentation (if bankruptcy has not been discharged)
- Alimony, Child Support, Food Stamps or other sources of Income Documentation

Your promptness in getting us these items is **important** to moving forward.

**Thank you!**

# WHAT YOU SHOULD KNOW ABOUT FORECLOSURE



**Q: What is Foreclosure?**

A: Foreclosure is the legal means by which your lender can take back your home.

**Q: What happens when your home is foreclosed?**

A: You have to move out of your house, your credit is damaged, and if your home is worth less than the total amount that you owe on your loan, in addition to losing your home, you could also owe additional money to the lender.

**Q: What Options are available to the homeowner by the lender?**

A: Repayment Plan - the common way of resolving a loan default is to workout a Repayment Plan that will let you repay part of the delinquency each month, along with your regular monthly payment.

Special Forbearance - a lender may be able to arrange a repayment plan based on your financial situation and may even provide for a temporary reduction or suspension of your payments. You may qualify if you have recently experienced a reduction in income or an increase in expenses. You must be able to show your lender that you will be able to meet the requirements of the new payment plan.

Mortgage (Loan) Modification - you may be able to refinance the debt and/or extend the term of your loan. This can help you catch up by reducing the monthly payments to a more affordable level. You may qualify if you have recovered from a financial problem and can afford the new amount.

Partial Claim – your lender may be able to help you obtain a 1- time payment from the FHA- Insurance fund to bring your mortgage current. You may qualify if your loan is between 4-12 months delinquent and you are able to begin making full mortgage payments.

Pre-foreclosure or short sale – you can sell your home for an amount less than what you owe on your loan. You may qualify if you are at least 2 months delinquent, you are able to sell within 3-5 months and a new appraisal shows that the value of your home meets HUD program guidelines.

Deed-in-lieu of foreclosure – you may be able to voluntarily “give back” your property to the lender. You will still need to move out, but it is not as damaging to your credit rating. You can qualify if you are in default and don’t qualify for other options; your attempts to sell were unsuccessful and you don’t have another mortgage in default.

**Q: What can YOU do? If you can’t afford your mortgage, you have missed a payment or you have received a foreclosure notice...**

A: DO NOT IGNORE THE LETTER FROM YOUR LENDER!

- Call or Write your lender’s loss mitigation department immediately.
- Explain your situation and be prepared to show them your budget (income and expenses)
- Stay in your home.
- Contact a HUD- approved counseling agency, like BCL of Texas, who may be able to help you by talking to your lender on your behalf and guiding you through the process.



1011 San Jacinto Blvd. Ste. 500  
 Austin, Texas 78701  
 512-912-9884  
[housing@bcloftexas.org](mailto:housing@bcloftexas.org)

1322 Record Crossing  
 Dallas, Texas 75235  
 214-688-7456  
[housing@bcloftexas.org](mailto:housing@bcloftexas.org)

## Authorization to Release Information

I (We) hereby authorize BCL of Texas to obtain and or release all homeownership records, reports, counseling, evaluations, and any other information. Information also includes, but not limited to HUD-1 closing statement, verify my employment, mortgage loans, down payment, personal finances, budget, financial terms, to order a consumer credit report if necessary, and to make any other inquiries pertaining to the counseling services they are providing to me at their request.

I (We) authorize BCL of Texas to obtain or release information to include, but not limited to Lending Institutions, Department of Housing and Urban Development and NeighborWorks America.

I (we) understand that BCL of Texas provides foreclosure mitigation counseling after which I will receive a written action plan consisting of recommendations for handling my finances, possibly including referrals to other housing agencies as appropriate.

**MORTGAGE LENDERS / SERVICERS:**

I (We) further authorize the discussion of our mortgage with Pamela Guerra Garcia, Valerie Lugo, Eva Reyna, Marisol Vazquez and Raquel Valdez. They will work with me to help address my financial problems and to propose a loss mitigation plan which is within your guidelines. You may release any further information to BCL of Texas in the future without further authorization.

**PRIVACY ACT NOTICE:** This information is to be used by the agency collecting it or its assignees in providing counseling services under its program. It will not be disclosed outside the agency except as required and permitted by law.

You do not have to provide this information, but if you do not the counseling services provided to you may be delayed or terminated.

**By signing this release, I (We) are granting unlimited communication.**

\_\_\_\_\_  
 Print Name- Borrower

\_\_\_\_\_  
 Print Name- Co Borrower

\_\_\_\_\_  
 Authorized Signature Date

\_\_\_\_\_  
 Authorized Signature Date

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Date of Birth

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Date of Birth

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Social Security #

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Social Security #

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



1011 San Jacinto Blvd. Ste.500  
Austin, Texas 78701



1322 Record Crossing  
Dallas, Texas 75235

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## Counseling/Education Program Disclosure

BCL of Texas is a 501(c)(3) nonprofit economic development organization providing lending, homeownership, entrepreneurship, and community development programs.

*NOTE: If you have an impairment, disability, language barrier, or otherwise require an alternative means of completing this form or accessing information about housing counseling, please talk to your housing counselor about arranging alternative accommodations.*

**General Purpose of Housing Counseling / Education:** I/We understand that the purpose of the counseling /education program is to provide one-on-one counseling and/or group education to help clients assess their mortgage readiness, and/ or to address and resolve any problems that prevent affordable mortgage financing. Additional assistance is provided to reach non mortgage related financial goals.

**Eligible Criteria:** I/We understand that the counseling agency (BCL of Texas) provides counseling/education assistance to clients who wish to improve and / or establish their finances, credit; in order to reach specific goals, such as obtaining a mortgage loan or other non-mortgage related goals. We serve all clients regardless of income, race, color, religion/creed, sex, national origin, age, family status, disability, or sexual orientation/gender identity. We administer our programs in conformity with local, state, and federal anti-discrimination laws, including the federal Fair Housing Act (42 USC 3600, et seq.). **As a housing counseling program participant, please affirm your roles and responsibilities along with the following disclosures and initial, sign, and date the form on the following page.**

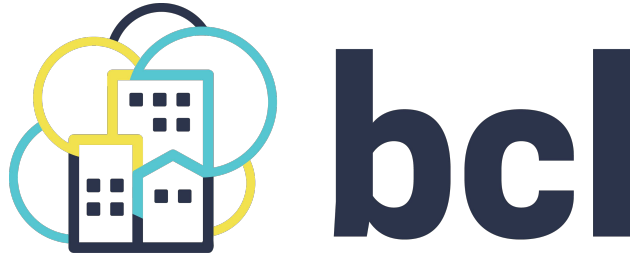
**Initial & Check all that apply:** \_\_\_\_ / \_\_\_\_ (Initials)

- Pre-Purchase One-on-One Counseling:** I/We understand that the counselor will analyze my/our financial and credit situation, identify those barriers preventing me/us from meeting our specified goal(s), and develop a plan to remove those barriers. The counselor will also provide assistance in debt-load management with the preparation of a monthly and manageable spending plan. **The counselor will extensively review mortgage loan options available, no less than three (3) options will be covered including the FHA loan product.** I/We further understand that it will not be the responsibility of the counselor to fix the problem for me/us but rather to provide guidance and education to empower me/us in fixing those issues preventing me/us from reaching my/our goal. This counseling service is free to the public.
- Foreclosure Prevention Counseling:** I/We understand that BCL of Texas provides foreclosure prevention counseling. I/We understand that the counselor will analyze my/our mortgage default, and explain the collection and foreclosure process such as, repayment plan, forbearance, loan modification, partial claims and deed-in-lieu, etc. The counselor will also provide assistance in communicating with the mortgage servicer and other creditors. I/We further understand that it will not be the responsibility of the counselor to fix the problem for me/us but rather to provide guidance. This counseling service is free to the public.
- Non-Delinquency, Post-Purchase One-on-One Counseling:** I/We understand that the counselor will analyze my/our financial and credit situation, identify those barriers preventing me/us from meeting our specified goal(s), and develop a plan to remove those barriers. The counselor will provide assistance to me/us in developing a monthly/manageable spending plan. I/We further understand that it will not be the responsibility of the counselor to fix the problem for me/us but rather provide guidance. This counseling service is free to the public.
- Homeownership Education Classes:** I/We understand that as part of the counseling program, I/We will be required to attend: 1 eight (8) hour class. I/We understand there is a **\$50 fee** for this class. If I/we cannot attend the homeowner education classes in person, I/We understand that there is an online course I/We can take with e-Home America. I/We understand there is a **\$99 fee** for this class whereby a portion of that fee comes back to BCL of Texas. Prior approval from your lender will be required for the On-Line Class.
- Financial Capabilities One-on-One Counseling:** I/We understand that the counselor will analyze my/our financial and credit situation, identify those barriers preventing me/us from meeting our specified goal(s), and develop plan to remove those barriers. The counselor will also provide assistance in debt load management with the preparation of a monthly and manageable spending plan. I/We further understand that it will not be the responsibility of the counselor to fix the problem for me/us but rather to provide guidance and education to empower me/us in fixing those issues preventing me/us from reaching my/our goal. This counseling service is free to the public.



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Mortgage Loan/Account number



## HOME RETENTION SOLUTIONS INTAKE PACKET

Counselor: \_\_\_\_\_

BCL of Texas  
Entrepreneurship Center  
1011 San Jacinto Blvd | Suite 500  
Austin, TX 78701  
512-912-9884

BCL of Texas  
Homeownership Center  
1322 Record Crossing  
Dallas, TX 75235  
214-688-7456

Fax #: 512-912-9869  
housing@bcloftexas.org

[www.bcloftexas.org](http://www.bcloftexas.org)

Mortgage Loan/Account number \_\_\_\_\_

## BCL Intake Packet Information

### Customer Information

HomeOwners Name: \_\_\_\_\_  
First Middle Last

Co Borrowers Name: \_\_\_\_\_  
First Middle Last

Property Address: \_\_\_\_\_  
City State Zip Code

Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ethnicity (please mark):  White  Hispanic  American Indian/Alaskan  
 Asian/Pacific Islander  Black or African American  Other \_\_\_\_\_

Foreign Born:  Yes  No

Marital Status (please mark):  Single  Married  Divorced  Separated  
 Widow

Gender (please mark):  Male  Female

Disabled (please mark):  Yes  No

Veteran (please mark):  Yes  No

Household Type (please select the most accurate)?  Single adult  
 Two or more unrelated adults  Female headed single parent household  
 Male headed single parent household  Married without children  
 Married with children  Other \_\_\_\_\_

Household Size: \_\_\_\_\_

Annual Income: \$ \_\_\_\_\_

Referred to BCL of Texas by (please mark all that apply):  
 TDHCA  Hope Hotline  Lender  Realtor  Realtor  
 Walk-In  Brochure/Flyer  Internet  Radio  Newspaper

If you were referred by a bank, which one? \_\_\_\_\_

If referred by another source not listed above, which one? \_\_\_\_\_

\_\_\_\_\_  
Borrower's Signature Date

\_\_\_\_\_  
Co-Borrower's Signature Date

\_\_\_\_\_  
Mortgage Loan/Account number

**Home Information**

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

Mortgage Servicer's Contact #: \_\_\_\_\_

Type of Loan:  30 yr Conv.       ARM       FHA       VA       Equity  
 Other \_\_\_\_\_

Mortgage Date Closed: \_\_\_\_\_

Borrower on Deed or Trust:  Yes       No

Primary Residence:  Yes       No

Please check all that apply:  I live in this house     House is vacant  
 House is rental property       Estranged/ex spouse lives in the house  
 Other family member lives in the house     Other \_\_\_\_\_

Monthly Payments: \$ \_\_\_\_\_      Interest Rate: \_\_\_\_\_%

Taxes and Insurance: \$ \_\_\_\_\_

Current Principle Balance: \$ \_\_\_\_\_

# of months behind: \_\_\_\_\_      Amount past due: \_\_\_\_\_

Lender notified of circumstances:  Yes       No

**Employment Information**

Primary HomeOwners Employment Status (please mark):  Full Time (35hours +)  
 Part Time (35hours or less)     Self Employed     Unemployed       Retired

Current Employer: \_\_\_\_\_ Yrs \_\_\_\_\_ Mths \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Yrs \_\_\_\_\_ Mths \_\_\_\_\_

If unemployed, source(s) of income: \_\_\_\_\_

2<sup>nd</sup> HomeOwners Employment Status (please mark):  Full Time (35hours +)  
 Part Time (35hours or less)     Self Employed     Unemployed       Retired

Current Employer: \_\_\_\_\_ Yrs \_\_\_\_\_ Mths \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Yrs \_\_\_\_\_ Mths \_\_\_\_\_

If unemployed, source(s) of income: \_\_\_\_\_

\_\_\_\_\_  
Borrower's Signature      Date

\_\_\_\_\_  
Co-Borrower's Signature      Date



Mortgage Loan/Account number \_\_\_\_\_

### **Home Budget Information**

Household Income:

Monthly Income	Primary HomeOwner			2nd HomeOwner		
	Gross	Net	Verification	Gross	Net	Verification
Monthly Wages	\$	\$		\$	\$	
Other Employment	\$	\$		\$	\$	
Child/Spousal Support	\$	\$		\$	\$	
Social Security	\$	\$		\$	\$	
Unemployment	\$	\$		\$	\$	
Disability	\$	\$		\$	\$	
Veteran Benefits	\$	\$		\$	\$	
Retirement Income	\$	\$		\$	\$	
Other Income	\$	\$		\$	\$	
(1) Total Income	\$	\$		\$	\$	

Household Expenses:

Monthly Expenses	Monthly Payment		
Mortgage Payment	\$	Credit Card	\$
Taxes/Insurance/HOA Dues	\$	Groceries & Personal Items	\$
Car Payment	\$	Childcare	\$
2nd Car Payment	\$	Medical	\$
Auto Insurance	\$	Clothing	\$
Gas	\$	Pocket Money	\$
Transportation	\$	Alimony/Child Support	\$
Telephone (cell) & Internet	\$	Charity	\$
Electricity & Gas	\$	Gym/Club Membership	\$
Cable	\$	Personal Loan	\$
Water	\$	Other Loan	\$
Credit Card	\$	Other	\$
		Other	\$
		(2) Total Expenses	\$

(1) Total Monthly Income: \$ \_\_\_\_\_

(2) Total Monthly Expenses: - \$ \_\_\_\_\_

Deficit/Surplus: = \$ \_\_\_\_\_

All of the information that I/We have provided in this worksheet is correct and factual. No information has been withheld. We understand the necessity for accurate and complete information and we will provide any needed information to complete this worksheet. We understand that deliberately providing inaccurate information or an unwillingness to provide the counselor with the necessary information or documents in a timely manner will result in a closing of our file and no further assistance from the counselor will be provided.

Borrower's Signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Borrower's Signature \_\_\_\_\_

Date \_\_\_\_\_

