

REFUNDING INFORMATION SHEET

VA Loan Number: _____ Date: _____

Name of Person(s) Liable on the Loan:

Property Address:

Mailing Address (if different):

Daytime Phone Number (_____) _____

Do you occupy the property at present time? Yes No Are you a United States Veteran? Yes No

LENDER INFORMATION

Name of Your Mortgage Company: _____ Account Number: _____

Address:

Phone Number: (____) _____

JUNIOR LIENS OR JUDGEMENTS

Please specify information regarding any junior liens or judgements against the property: (Attach additional information if more than one)

Date Taken Out: _____ Balance Owed: \$ _____ Status of This Account:
____ DELINQUENT
____ CURRENT

Name of Lienholder: _____

Reason for Loan: _____

OTHER INFORMATION NEEDED

Please furnish us copies of the following documents:

- Three most recent paystubs verifying all sources of income
- Listing agreements (if you have attempted to sell your home) with the real estate firm
- Court orders for divorce decrees, or support payments, verification of medical conditions, copy of power of attorney agreement (if applicable), or any other information pertinent to your circumstances.

Bankruptcy - Has an obligor included this loan in a bankruptcy? (circle one) **YES** **NO**
If yes, attach bankruptcy documentation.

AUTHORIZATION

By my signature below, I grant the Department of Veterans Affairs my permission to contact my employer and to obtain credit information for the purpose of refunding consideration.

Signature: _____ Social Security Number: _____

Signature: _____ Social Security Number: _____

*****NOTE: ALL LIABLE PERSONS MUST SIGN WRITTEN AUTHORIZATION*****

REFUNDING PACKAGE CHECKLIST

The following documents are required for refunding consideration to be processed. It is very important that each item on this checklist be completed in its entirety and returned in order for us to determine your financial situation and your ability to make your mortgage payments:

1. A letter stating the reason for default and that you would like to be considered for VA refunding.
2. Supporting documentation as evidence for the reason for default. For example: If the reason for default was illness, a medical statement from the attending physician must be furnished.
3. The Refund Information Sheet should be completed and signed by all obligors.
4. Verification of employment and income must be furnished. Appropriate income verification must include copies of three most recent pay stubs. A letter from the employer stating length of employment, position, whether the position is temporary or permanent, part-time or full time, and amount of monthly guaranteed income would also be helpful. NOTE: We will contact your employer to verify employment. Please include the phone number and advise your employer to expect our call. Retirement income must include an annuity statement and/or award letter. Rental income must be verified with a copy of the rental lease. Self-employment income must be verified with copies of most recent income statements and the most recent tax returns. Verification for any income claimed in the financial information must be provided.
5. VA Form 20-5655 Financial Status Report completed and signed by all obligors.
6. Supplemental Certification for Financial Statement completed.
7. If there are any junior liens, provide the names, addresses, loan numbers, and due dates.
8. Other: _____

You should continue to make your mortgage payments to your lender if possible until such time as your refunding is approved. If your lender is unwilling to accept one payment per month, you must set aside every month for the payments on the loan. **IF THE REFUNDING IS APPROVED, YOU MAY BE REQUIRED TO SUBMIT THESE FUNDS FOR APPLICATION TO YOUR ACCOUNT.**

The above documents must be received in our office within 10 business days or the refund cannot be approved.