

New Jersey Judiciary Superior Court Clerk's Office

Foreclosure Mediation Checklist

Subi	mission Date DOCKET NO: F
Borrower and Co-Borrower Information	
Borrower's Name Co-Borrower's Name	
Subject Property Address	
Street Address	
City	
Lender	
Foreclosure Mediation Documents - Write the loan number on the top of <u>every</u> page.	
	Mediation Request Statement - signed and dated. (CN 11270) njcourts.gov
	Hardship letter - signed and dated.
	Request for Mortgage Assistance Form (fill out carefully) - signed and dated. Contact the lender or lender's attorney, by phone or by visiting and reviewing the lender's website to obtain this form.
	Dodd Frank Certification - signed and dated. Contact the lender or lender's attorney, by phone or by visiting and reviewing the lender's website to obtain this form.
	Paystubs for each wage earner totaling one current month of income.
	List of recurring monthly expenses - signed and dated.
	Copies of all W-2's, for the last 2 years.
	Federal Tax Returns for the last 2 years (include all pages and schedules) - signed and dated.
	Provide copies of all bank statements and all accounts, for the last 2 months. Make sure to include all pages, even if they are blank. (Remember to write the loan number on EVERY page.)
	Tax Form 4506-T or 4506T-EZ - signed and dated. To access this form go to www.irs.gov and select the "Forms & Instructions" tab, then select "Form 4506-T" under "Popular Forms, Instructions & Publications."
	Provide a copy of your most recent Gas and Electric bill; verifying that the home is the primary address.
	If you or anyone in your household receives social security, pension income, or disability of any kind, provide a copy of the most recent award letter(s), and circle the direct deposit of these funds into your bank account on your statements.
	If you receive alimony and/or child support, please provide a copy of your divorce/separation decree and a copy of the court order with the amount of your child support and/or alimony. If the funds are directly deposited into a bank account, please circle these deposits on the statements.
	Rental income must be documented with a rental agreement - signed and dated. Rental income must be circled on bank statements appearing as deposits on a monthly basis (cash rental receipts are not acceptable).
	If someone else in your household, who is not on the mortgage, contributes financially to the household please provide a letter stating how much this person contributes to the household each month. Each of you must sign and date the letter (this may include your spouse).
Self-Employed Borrowers - In addition to items listed above, please submit the following:	
	Year to date Profit and Loss statement.
	Provide copies of all bank statements and business accounts for the last 4 months. Make sure to include all pages, even if they are blank.