

Account Number:

Thank you for your recent inquiry regarding your account. In order to consider your request for a short sale it is necessary that you submit all required documents for file review. The Pre-Approval Checklist (included) provides a detailed list of all required documents. In addition to gathering the required documents on the Pre-Approval Checklist, please fill out all applicable information on the Customer Financial Statement (included). *We also require you supply us with a current mailing address where all personal and confidential information can be sent during the Short Sale Process.*

Please review the Short Sale Checklist (included). The items listed on the Short Sale Checklist are required from your realtor when an offer is received to purchase your home. Please note that it is necessary to receive written authorization to discuss your account with your realtor.

The BMO Harris Bank N.A. Short Sale/REO Department will review every file on an individual basis. Typical turn-around time to render an approval or denial is 60 days from the time that all required documentation is received.

Please contact the BMO Harris Bank N.A. Short Sale/REO Department with any questions at the contact information listed below.

We may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.

Thank you,

BMO Harris Bank N.A.
Short Sale/REO Dept
Phone: 866-280-8434 Option 4
Fax: 262-814-5477
Email: DEFAULTREO@bmo.com

Mailing Address: BMO Harris Bank N.A.
Short Sale/REO Dept BRK-180-RC
PO Box 2008
Milwaukee, WI 53201-9288

Pre-Approval Checklist

The checklist below provides a detailed list of required documents for file review. Please note that ALL required documents must be submitted in order for a complete file review to occur. Please return this checklist along with all requested financial information.

Account Number:

Borrower Name:

Co-Borrower Name:

Required Documents

W2 Employed

- Hardship letter
- Financial Worksheet – signed & dated
- Two most recent Bank Statements (all pages), Checking and/or Savings (please document source of all deposits)
- Proof of Income: Most recent month's pay stubs (copy of award letter if collecting Social Security)
- Paid Property Tax Receipt for 2 previous years
- Rental agreement (only if you have income from a rental property)
- Copy of W2 from prior year (if available)
- Copy of signed and dated full tax returns from previous 2 years; include signed 4506-T form
- Copy of current Home Owner's Insurance Declaration Page
- Proof of Flood Insurance (if applicable)
- Signed 3rd Party Authorization (if applicable)
- Mailing address during Short Sale Process**

Self-Employed

- Hardship letter
- Financial Worksheet – signed & dated
- Six most recent Bank Statements (all pages), Checking and/or Savings, personal and business (please document source of all deposits on personal bank statements)
- Proof of Income (6 most recent paystubs)
- Paid Property Tax Receipt for 2 previous years
- Rental agreement (only if you have income from a rental property)
- Copy of signed and dated personal and business full tax returns from previous 2 years; include signed 4506-T form (S-Corps, C-Corps and Partnerships will need business tax returns and K-1's if applicable)
- Copy of current Home Owner's Insurance Declaration Page
- Proof of Assets - Investments
- 6 month (minimum) Profit and Loss statement – signed and dated (time frame to coincide with provided Bank Statements)
- Proof of Flood Insurance (if applicable)
- Signed 3rd Party Authorization (if applicable)

Customer Financial Statement

BMO Harris Bank N.A. Loss Mitigation

Attn: Loss Mitigation

Please complete the financial information below. If a line/category does not apply to your situation, please write "N/A" or draw a line in the box. Please be aware that BMO Harris Bank N.A. will attempt to verify the information below and also review your credit bureau report.

Borrower Name:	DOB:	Soc Sec #:	Home Phone:	
Mailing Address:		City / Town:	State:	Zip:
Borrower Employer:		Position / How long?	Employer Phone	

Co-Borrower Name:	DOB:	Soc Sec #:	Home Phone:	
Mailing Address:		City / Town:	State:	Zip:
Co- Borrower Employer		Position / How long?	Employer Phone	

Income

	Borrower	CO-Borrower
Net Income from employment		
Social Security Benefit		
SSI /Retirement/Pension		
Veteran's Benefits		
Child support/Alimony*		
Rental Income		
Other Income		
Total:	\$0.00	\$0.00
Number of adults in the household		
Number of children living in the household		

***Notice:** Alimony, child support or separate maintenance income need not be disclosed if you do not choose to have it considered for repaying your mortgage debt.

Monthly Expenses

<u>Description</u>	<u>Amount / Month</u>
1st Mortgage	
2nd Mortgage	
3rd Mortgage	
4th Mortgage	
Other Mortgages	
Home Insurance	
Real Estate Taxes	
Utilities (Gas/Elec)	
Cable	
Telephone	
Child Care	
Food	
Alimony / Support	
Medical/Dental Co Pays	
Auto Loan #1	
Auto Loan #2	
Other Vehicle Loans	
Auto Insurance	
Auto Repairs/Gas	
Credit Card #1	
Credit Card #2	
Other Credit Cards	
Other Loans	
Other Loans	
Total	\$0.00

Assets / Liabilities

<u>Description</u>	<u>Year Purchased</u>	<u>Estimated Value</u>	<u>Amount Owed</u>
Primary Home			
Address:			
Other Real Estate			
Address:			
Other Real Estate			
Address:			
Other Real Estate			
Address:			
Other Real Estate			
Address:			
Vehicle #1			
Yr / Make / Model			
Vehicle #2			
Yr / Make / Model			
Boat / RV / Other			
Yr / Make / Model			
Cash			
Checking			
Savings / CD's			
Stocks / Bonds			
Mutual Funds			
Cash Value Life Ins.			
IRA's			
401K / Pension			
Total		\$0.00	\$0.00

I certify the above information is accurate and true to the best of my knowledge and ability. I am applying to BMO Harris Bank N.A. for assistance with my loan situation and request BMO Harris Bank N.A. Loss Mitigation review my information to determine if any options may be available to me. I authorize BMO Harris Bank N.A. to obtain and review my credit bureau information and further authorize BMO Harris Bank N.A. to contact other lenders or individuals as deemed necessary to verify the above information.

Borrower Signature	Date:
Co-Borrower Signature	Date:

Short Sale Checklist

The checklist below provides a detailed list of required documents to begin the short sale process review. Please note that ALL required documents must be submitted in order for a complete file review to occur. Please return this checklist along with all requested information.

Account Number: _____

Borrower Name: _____

Co-Borrower Name: _____

Required Documents

- Signed Offer to Purchase-must have an actual estimated close date written in the contract and this date cannot be lapsed
- Listing Agreement
- Estimated Settlement Statement / HUD
- Title (if available)
- First Mortgage Payoff Statement
- Proof of Funds
- **Please note, the customer may be responsible for the deficiency balance after a short sale.**

Commission Percentages: When BMO Harris Bank is Senior Lien

1. Offer to Purchase (OTP) up to \$350,000 - 5% total for two agents, 3% total for one agent, and a total of 4% for two agents from the same agency.
2. OTP \$350,001 & up – 4% total for two agents, 2% total for one agent, and a total of 3% for two agents from the same agency

Seller Concessions to the Buyer (aka) Seller paid closing costs for the Buyer

1. We only allow up to 3% of the OTP in seller concessions to the buyer
2. Commission is then based off the OTP, the seller concessions, and then the appropriate commission percentage
3. We do not allow a home sale contingency in the Offer to Purchase
4. We will NOT pay loss mitigation companies fees, we will only pay agent commissions
5. We will pay up to \$1,000 in attorney's fees

Please contact the BMO Harris Bank N.A. Short Sale/REO Department with any questions you may have.

Thank you,

BMO Harris Bank N.A.

Mortgage Loan Number _____

Authorization to Provide Information

We, the undersigned (individually and collectively, the “Borrower”), hereby authorize and request BMO Harris Bank, N.A. to share, release, discuss, and otherwise provide to _____ and any of his, her or its agents, successors or assigns (collectively, the “Recipient”), any and all public and non-public personal, financial or other information of or relating to the Borrower, or any of them, in the Bank’s possession or to which the bank may have access. Such information may include, but is not limited to: name, address, telephone number, social security number, credit score, income, government monitoring information, loan status, account balances, and payment activity, of the Borrower, or any of them. Such information may be provided whether such information is the result of the Bank’s experience with the Borrower, or any of them, or is contained in a loan application, in financial statements, in consumer, business or commercial credit reports, in any other third party reports, in verification forms, or wherever and however such information may have been obtained or may be held by the Bank. The Borrower, collectively and individually, agrees that the Bank shall have no obligation or responsibility whatsoever to verify the identity of the Recipient, or any of them, and releases and holds the Bank harmless from any and all claims, responsibility or liability whatsoever related to, in connection with, or arising out of the Bank’s release of information under this authorization. Authorization will remain in effect until revoked in writing by one or more borrow(s).

Date: _____

Borrower: sign and print

Borrower: sign and print

Last 4 digits of customer’s Social Security No. _____

Authorization must be executed by all borrowers.

Request for Transcript of Tax Return

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

_____ / _____ / _____ | _____ / _____ / _____ | _____ / _____ / _____ | _____ / _____ / _____

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a or 2a

▶ _____
Signature (see instructions) Date

Sign Here ▶ _____
Title (if line 1a above is a corporation, partnership, estate, or trust)

▶ _____
Spouse's signature Date

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506t. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:	Mail or fax to:
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93888 559-456-7227
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Internal Revenue Service RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 816-292-6102

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.


Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

 You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.