

# Borrower Verification Worksheet

WELLS  
FARGO

HOME  
MORTGAGE

This form is to be completed on FHA files being referred to Liquidation. Failure to complete all fields will result in a delay of the short sale review. If present, you must click Options above and select "Enable this Content."

Client:  Loan Number:

**Reason for Default?** (Specific details are needed to verify hardship; e.g. "why was there a loss of income?")

**Property Status (choose one):**

☐ Vacant ☐ Owner-Occupied ☐ Tenant-Occupied

☐ Other-Occupied/Explain

**Was property ever used as a rental?** ☒ Yes ☐ No

If yes, dates rented/how long?

Why was property rented?

**Is the property vacant?** ☐ Yes ☒ No

If vacant, dates vacant/how long?

Why was property vacated?

Provide mailing address when property is vacant

**Is property being maintained?** (e.g. snow shoveled, utilities on, grass cut – marketable condition)

☐ Yes ☐ No

If not, why?

**Is there any significant damage to the property?** ☐ Yes ☒ No

**Are there any insurance claims open for the property?** ☐ Yes ☒ No

**Is/was there ever a business on the property?** ☐ Yes ☒ No

If yes complete the following:

1) How long was it operated on the property?

2) Were alterations made to the property? ☐ Yes ☒ No

3) What type of business?

**Is the borrower or co-borrower Active Military?** ☐ Yes ☒ No

If yes, do they have active PCS (Permanent Change of Station) Orders? ☐ Yes ☒ No

**Is the Borrower or Coborrower self employed?** ☐ Yes ☒ No

**Is there a 2nd mortgage?** ☐ Yes ☒ No

**How many are in the household?**

Paying on Collections/Charge-Offs/Judgments? ☐ Yes ☒ No

If yes, how much? \$

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Do you have a purchase contract/offer on the property? ☐ Yes ☐ No

## Realtor Contact Info:

Realtor Name:

Realtor Company:

Phone:

Fax:

Email:

Other Phone:

Appraisal contact name:

Appraisal contact phone:

Press once to Save to your Hard Drive, Press twice to Send to LIV

Save / Send to LIV