**Income and Expense Form**

**Section 1: Statement of Assets**

|  |  |  |
| --- | --- | --- |
| **Asset** | **Description** | **Value** |
| Property |  |  |
| Car |  |  |
| Bank Account Balance |  |  |
| RRSP/Mutual Funds |  |  |
| Life Insurance |  |  |
| Stocks/Bonds |  |  |
| Recreational Vehicles |  |  |
| Furniture |  |  |
| Other (please specify) |  |  |

**Section 2: Statement of Income**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Net $ Monthly** | **Additional Details** | **Additional Details** |
| **Name of Employer** |  | **Hourly Wage or Salary**  **(Please specify)** | **Contact Phone #** |
|  |  |  |  |
|  |  |  |  |
| **EI Benefits/Welfare** |  | **Date Started** | **Date of Expiry** |
|  |  |  |  |
|  |  |  |  |
| **Other Income** |  |  |  |
| Rental |  |  |  |
| Child Support |  |  |  |
| Spousal Support |  |  |  |
| Child Tax Benefit |  |  |  |
| Pension |  |  |  |
| Disability Payments |  |  |  |
| Other |  |  |  |
| **Total Monthly Income** |  |  |  |

Section 2: Statement of Expenses

|  |  |  |
| --- | --- | --- |
| **Type** | **Monthly Payment** | **Balance Outstanding (if applicable)** |
| First Mortgage |  |  |
| Second Mortgage |  |  |
| Property Taxes |  |  |
| Condominium/Strata Fees |  |  |
| Car Loan/Lease |  |  |
| Line of Credit |  |  |
| Bank Loan |  |  |
| Visa |  |  |
| MasterCard |  |  |
| American Express |  |  |
| Retail (The Bay, Home Depot, etc.) |  |  |
| Land Lease |  |  |
| Hydro |  |  |
| Heating (gas or oil) |  |  |
| Water |  |  |
| House Insurance |  |  |
| Car Insurance |  |  |
| Cell Phone(s) |  |  |
| Land Line Telephone |  |  |
| Internet |  |  |
| Cable TV |  |  |
| Groceries |  |  |
| Transportation |  |  |
| Child Support Payments |  |  |
| Spousal Support Payments |  |  |
| Medical Expenses |  |  |
| Entertainment |  |  |
| Investments (RRSP/Mutual Fund Contributions) |  |  |
| **Total Monthly Expenses** |  | |

Section 3: Statement of Circumstance

Please provide a brief explanation of your current circumstances by answering the two questions below:

1. Why are you currently in arrears on your mortgage payments?
2. How do you propose to bring your mortgage payments up to date?

Thank you again for your urgent attention to this matter. We look forward to working with you to find an appropriate solution and continuing to support your mortgage needs.