### Schedule of Real Estate Owned

Please fill in the sections below as completely as possible. If you have questions or need assistance with this document, contact your home preservation specialist.



1	2	3	4	5	6	7	8	9	10
Property address	Mortgage lien holder	Occupancy status	Mortgage amount/current balance	Gross monthly rental	Monthly mortgage payment	Escrows	Monthly taxes	Monthly homeowners/ hazard insurance	Monthly homeowners association dues
			\$	\$	\$		\$	\$	\$
			\$	\$	\$		\$	\$	\$
			\$	\$	\$		\$	\$	\$
			\$	\$	\$		\$	\$	\$
			\$	\$	\$		\$	\$	\$

**Quick tips** 

**Note:** Customers with more than five properties should make copies and complete as many forms as necessary.

### 1 Property address

• List addresses of all properties you own

### 2 Mortgage lien holder

- List financial institution holding the mortgage note
- If more than one mortgage is on the property, use a separate line for the second lien holder
- If owned free and clear, enter "NA"

### **3** Occupancy status

• Indicate current occupancy status:

PS=Pending sale, FC=Foreclosed, R=Rental, 2ND=2nd home, PR=Primary

# 4 Mortgage amount/current balance

- Indicate remaining balance owed on the mortgage
- If owned free and clear, enter "NA"

Note: This helps us match it up to your credit report.

### 5 Monthly rental

- Indicate current monthly rent received per the lease agreement Note: If monthly rent is not consistently received, please provide a brief letter of explanation.
- If property is currently vacant, enter 0
- If property is not a rental, enter "NA"

# 6 Monthly mortgage payment

- Indicate current monthly payment amount on your statement
- If owned free and clear, enter "NA"

#### 7 Escrows

 Indicate if escrows for taxes and/or insurance are included in the monthly mortgage payment:

**T**=Taxes, **I**=Insurance **B**=Both Taxes and Insurance, **N**=None

### 8 Monthly taxes

- Only complete if not included in the monthly mortgage payment
- 9 Monthly homeowners/ hazard insurance
  - Only complete if not included in the monthly mortgage payment

## 10 Monthly homeowners association dues

- If no homeowners association dues apply, enter "NA"
- Co-op fees
- Ground rents

