

### **Hardship Letter Instructions:**

1. Explain your specific hardship story to the lender in a DETAILED (documentable) style, don't just explain the "cause", explain the effect of every incident!
2. The more sincere and lengthy, the better... Don't try to make it "short and sweet"
3. Handwrite it! (if your handwriting is legible, otherwise type it)
4. Don't be concerned about grammar, punctuation or spelling
5. Be informal, use 1st names etc....
6. Address your letter to "To Whom It May Concern", or "Dear Sirs"
7. Date your letter
8. The following questions may help you in writing your hardship letter:

**a. What has caused you to fall behind in your mortgage payments?**

- i. Job loss
- ii. Medical problems
- iii. Divorce
- iv. Depression (or other mental health issues)
- v. Abuse
- vi. Accidents (auto, job, other)
- vii. Loss of Loved Ones
- viii. Crime
- ix. Lawsuits
- x. Substance Abuse (you, spouse, siblings, parents)
- xi. Incarceration
- xii. Collection Problems
- xiii. Additions (drug, alcohol, gambling, sex, etc)
- xiv. Other

**b. When did your hardship begin?**

**c. How long has your hardship been going on?**

**d. What other bills (financial obligations) are you behind on?**

(Please provide proof!)

- i. Utility Bills
- ii. Car notes
- iii. Furniture Loans
- iv. Credit Cards
- v. Insurance
- vi. Personal Loans
- vii. Other Mortgages (1st, 2nd, 3rd, Home Equity)
- viii. Telephone
- ix. Cell phone

**e. How have you tried to overcome these problems?**

- i. Get a better job
- ii. Get a second job
- iii. Work Nights and Weekends
- iv. Sell your property
- v. -Sell or hoc you other assets (if any)

**f. Have you depleted all of your other financial resources? (If you have the financial ability to solve this problem, the Lender will not accept a loss!)**

- i. Savings
- ii. Checking
- iii. Stocks
- iv. Bonds
- v. Retirement Accounts (IRA's, 401K's, KEOGH, etc.)
- vi. Equity

- vii. Credit
- viii. Relative's help

**g. What types of problems have you been experiencing with this property?**

- i. Hot water heater
- ii. Roof leaks/replacement
- iii. Faulty Workmanship
- iv. Environmental Hazards (mold, lead based paints, etc.)
- v. Foundation Problems
- vi. Rotten Wood
- vii. Termites
- viii. Bad Smells (cats, dogs, sewage, etc.)
- ix. Plumbing Problems
- x. Electrical Problems
- xi. Flooding

**h. Are you experiencing any problems with your Neighbors?**

- i. Crime
- ii. Illegal Drug Activity
- iii. Threats of Violence
- iv. Trespassing
- v. Other

**i. Are you experiencing any problems with your Neighborhood?**

- i. Excessive or Speeding Traffic
- ii. Lack of Police Protection
- iii. Lack of City Services
- iv. Deterioration of Property
- v. Bad Schools
- vi. Poor Resale Values
- vii. Undesirable Area

**j. Remind the Lender if your Attorney has advised you to seek protection in**

**Bankruptcy to avoid further destruction of your credit...** but ...you really want to keep Bankruptcy and Foreclosure off you record, if possible? (If you have already filed for Bankruptcy Protection disregard this!)

**k. Be sure to tell the Lender you have only had "one offer" to purchase this property** (If you received multiple offers, please disregard this!) even though you have been trying to sell the property for the last (90 days, year, etc.)?

**l. Ask the Lender to accept this offer as "payment in full" and not to seek a "deficiency judgment" so you can put this all behind you and start over with your life"**

**m. Ask the Lender for their help and understanding in resolving this problem?** (You may want to thank them in advance for doing so.)

**n. Sign your Hardship Letter?** (preferably in blue ink above your printed name.)

**Remember:** This is your story. Don't worry about punctuation, grammar or spelling. Just tell your story in your own words from your heart; the goal is to get the loan modification representative or loss mitigator to feel empathy to you and your situation! You want them to "Cry" when they read your story, if they "Cry", they will have empathy and they will be more likely to help you! It's better to be long and descriptive. Be truthful in everything that you say, it is important to remember that the loan modification representative or loss mitigator may ask for proof of your statements. Be prepared to provide any supporting documentation.

*Please briefly explain your hardship or reason for being delinquent and how you propose to resolve it.*

*Use the next page as needed.*