

CS Processing Modification Department

Standardize Intake Application (SIA)

Name _____ Name _____

Address _____ State _____ City _____

Phone: _____ How is your Credit? () Good () Average () Bad Score: _____

Monthly Income: hourly _____ Salary _____ Self employed: _____

Other Incomes: _____

Property Modified Type: SS () Mod rate () Set term () Modify Principle & Rate ()

Date Subject Home Purchased: Actual Market value:

Tax Pmt _____

Insurance Pmt _____

List Other Property: Date of first home purchased _____ 2nd home _____

3rd home _____ 4th _____ 5th _____ 6th _____

Addresses 1: _____ Address 2: _____

Address 3: _____ Address 4: _____

Notes _____

RE Loan Account #	Interest Rate	Monthly payment	Balance	Lender	Mod Type
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
Totals Accounts _____	_____	_____	_____	_____	_____

Payment X Months missed = Balance owed _____ X _____ = _____

Dates of Sale _____ Average days on the market:

Comparable sales: #1 _____ + #2 _____ + #3 _____ Total Comps:

Total Comps Sold _____ / 3 = Average Comp Sales Price:

Square Foot 1# _____ + 2# _____ + 3# _____ / 3 = Total Avg. sqft:

Avg. Comp Price _____ / _____ Ave Sqrft of comps = Price:

Subject Sqrft. _____ X Sqrft. price _____ = Square foot price:

Total net income: \$ _____ X 35% Top Ratio = payment accountability.

List Payments Expenses:

1. Home Mortgage _____

2. 2nd or Other Lien _____

3. Additional Homes _____

4. Credit Card s _____

5. Auto Insurance _____

6. Auto Payment _____

7. Food _____

8. Phone _____

Sub total _____

9. Cable _____

10. Cell ph Exp. _____

11. Fuel Exp. _____

12. Health Insurance _____

13. Misc. Exp. _____

Total Other Expense _____

Total Expense: \$ income = Bottom ratio = 85% Max payment.

Note: How you derived to the net income?
By calculating the average net income year to date by the months actual worked within the current year, you will derive to the net income.

John's net income is \$25,000/ by 10 months = \$2500.00 and so on.

Also include: Why the income might of decrease and try to state the current market conditions. This will help the Credit Analysts.

This will clear the client income position.