

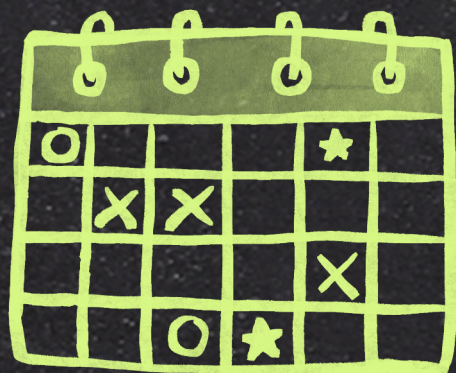
# LOSS MITIGATION SUBMISSION CHECKLIST

A step-by-step guide to submitting your complete application.

What You'll Need to Prepare  
Before Submitting Any Workout Application

## 01. Required Forms & Disclosures

- ☐ Mortgage Assistance Application (e.g., Form 710 or servicer equivalent)
- ☐ IRS Form 4506-C or 4506-T (authorization to verify tax info)
- ☐ Servicer-specific disclosure forms (check their website or contact them)



## 02. Proof of Income & Expenses



- ☐ Most recent pay stubs (last 30 days)
- ☐ Recent bank statements (last 2 months)
- ☐ Benefits award letters (Social Security, unemployment, etc.)
- ☐ Profit & loss statement (if self-employed)
- ☐ Utility bills or major recurring expense proof (optional but helpful)

## 03. Identity & Hardship Details

- ☐ Valid photo ID
- ☐ Hardship letter or explanation (brief summary of your situation)
- ☐ Proof of residency (utility bill, lease, or mortgage statement)



## 04. Pro Tip



"Missing docs = ?  
Answer? Processing delays. Use this checklist to submit a complete package."



Download this  
Submission Checklist  
as a Workable  
Document Here!

## 05. ⚠️ Disclaimer

This checklist is for general guidance only. SHS is not affiliated with your lender, and requirements may vary. Always confirm instructions with your servicer before submitting anything.



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