

# La Casa de Don Pedro

Community and Economic Development

317 Roseville Avenue

Newark, NJ 07107

Tel 973-485-0701 ext 4622 Fax 973-485-7448

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Dear Homeowner,

Thank you for getting in touch with La Casa de Don Pedro Foreclosure Prevention Program.

**Please bring copies of the required items to save time! When copying, copy all pages, ex. if your bank statement shows 10 pages (1 of 10) please copy all pages front and back even if blank.**

- Proof of all sources of income for all members of the household that are over 18 years old. If paid Bi-Weekly (the last two paystubs) if paid weekly (the last 4 paystubs). Pay stubs must be in consecutive order. If you are unemployed, please request BC-5 form from your local unemployment office.
- If you are collecting unemployment benefits, we will need most recent award letter.
- If you receive social security benefits (need current award letter)
- 2010 and 2009 Tax Returns with W-2's
- List of monthly expenses including credit cards (only list minimum payments required) or you may complete attached Budget- this is suggested!
- Hardship Letter (reason why you can't pay your mortgage include month and year)
- If you have a 2-3 family home, please provide rental/lease agreements.
- If you are self employed, please provide a profit and loss statement for the last 6 months and tax returns for the business if filed separately.
- Last two months of all bank accounts.
- Last mortgage statement received.
- Foreclosure Notice (Legal document from your local court system)

Once you have gathered the required basic list of documents, please call 973-485-0701 ext 4622 to schedule an appointment with one of our counselor.

\*\*Please note if you are more than 15 minutes late we will need to re-schedule your appointment.

\*\*Please call 24 hours in advance to cancel & re-schedule, we allow up to 2 re-scheduled appointments.

Sincerely,

*La Casa de Don Pedro Foreclosure Prevention Program*