

AMEZ HOUSING COMMUNITY DEVELOPMENT CORP.



619 Nixon Street
Wilmington, N. C. 28401

Phone: (910) 815-3826

Fax: (910) 763-5141

Website: www.AMEZHousing.org

Dear Homeowner:

Thank you for contacting AMEZ Housing Development Corporation. As a HUD approved agency, our goal is to provide you with free foreclosure counseling. In order to proceed with the process it will be necessary for you to complete the following steps:

- Step 1: Complete the enclosed Homeowner Worksheet and gather all documents requested on the Client Document Checklist that apply to you. These documents must be presented at your initial Counseling Session. All of this information will be held in the strictest of confidence. If you have questions pertaining to any of the documents, please contact us as soon as possible.
- Step 2: After you have completed Step 1, please call 910-815-3826 to set-up an appointment. This appointment will last approximately 1 hour. Be sure to arrive on time. If you are unable to keep your appointment, please call to cancel and/or reschedule.

Date of Appointment: _____ at _____ AM/PM

If there are any questions about our program and/or other concerns, please do not hesitate to call our organization.

We look forward to assisting you.

Sincerely,

Linda C. Smith

Linda C. Smith
Executive Director



AMEZ Housing Community Development Corporation
Client Document Checklist

Name: _____

***Minimal Documentation for file processing**

____ Driver's License

____ Mortgage Note

____ HUD 1/ Settlement Statement

____ Deed of Trust

____ Loan Application

These items can be found in closing packet you received from the closing attorney. (for all mortgages)

____ 2009 and 2008 Federal Tax Returns and W-2's/1099's

____ Bank Statements – 2 months, all pages, all accounts

____ Paystubs - most current covering 30 days.

____ Mortgage Statement

____ Default letters or any other letters from Mortgage Company or its attorney

____ Sheriff Notices/Letters from court regarding foreclosure

____ Other _____

____ Other _____

Other Documents (if applicable or requested)

____ Letter advising of layoff

____ Unemployment Benefits Letter

____ Social Security Benefits Letter

____ Appraisal

____ Proof of Homeowners Insurance

____ Property Tax Statement

*To provide assistance and process your file accurately, please provide the requested documentation at your scheduled appointment (*copies are preferred). If you have trouble filling out the budget sheets or locating any of the documents, please contact us so we may suggest supplemental/alternative material and answer any questions you may have. If you do not have all the proper paperwork at the time of your appointment, you will have to reschedule to a later date. Thanks for your cooperation!