

County: _____ Case Number: _____ FC _____ Parties: _____

Plaintiff's Checklist

17th Judicial Circuit Foreclosure Mediation Program

*(This document must be submitted to the Program Administrator at least **10 calendar days** before the first mediation management conference or mediation session.)*

Please list a contact person for this case. The Program Administrator will contact this person to deal with any issues. The contact person may be an attorney representing the plaintiff.

Name: _____

Title: _____

Telephone Number: _____

E-mail address: _____

Home Loan Information

Loan servicer: _____

1. Does the plaintiff have a second lien on the home?

Yes No

(If yes, please answer A and B below.)

A. Does the plaintiff or the loan servicer participate in Second Lien Modification Program (2MP)?

Yes No

B. Does the plaintiff or the loan servicer have another program addressing a second lien?

Yes No

(If yes, please attach a description of the program to this checklist.)

2. Please indicate the owner of the loan and any other boxes that apply:

Fannie Mae Ginnie Mae FHA Loan RHS Loan Freddie Mac Private Investor Owned

VA Loan Other: _____

Loss Mitigation

3. Has the lender received a complete packet and all required documents necessary for review?

Yes No

(If no, please attach an itemized list of the missing documents to this checklist.)

4. Lender/servicer-specific loss mitigation application materials were due to the Mediation Program within 10 calendar days of the Notice of Entry. Please select the appropriate option below:

Lender/servicer-specific application materials were sent to FM@17thCircuit.IllinoisCourts.gov on _____ (date).

The forms provided by the Mediation Program include: Request for Mortgage Assistance (RMA), Mortgage Assistance Application (Form 710), Dodd-Frank Certification, IRS Forms 4506C & 4506T, the Financial Worksheet, and the Hardship Letter. Lender/servicer-specific materials were not sent to the Mediation Program as the above-listed forms are accepted by the lender/servicer.

EXHIBIT FM-5

This document is not confidential and may be shared with the court.

5. Has the plaintiff or loan servicer **completed** review for all applicable Loss Mitigation options?
 Yes No
- A. If yes, the documents in the lender's possession will not expire in the next 35 calendar days except for:
_____ which must be updated. *(Please attach an itemized list, if necessary.)*
- B. If no, please attach a written explanation and an itemized list of any missing documents.

Reinstatement/Redemption:

6. As of _____ (date) Reinstatement Amount is: \$ _____
The Acceptance Due Date is: _____
7. As of _____ (date) Redemption Amount is: \$ _____
The Acceptance Due Date is: _____

Relinquishment:

8. Has the plaintiff or loan servicer issued a denial of a relinquishment request?
 Yes No
(If yes, please attach copies of all denials.)
9. Check all the relinquishment options available in this case:
 Short Sale Deed-in-lieu Cash for Keys Consent Judgment
 Other *(please specify):* _____

Loan Modification:

10. For FHA loans, is there any reason that the FHA Home Affordable Modification Program would not apply?
 Yes No N/A (not FHA)
(If yes, please attach explanation to this checklist.)
11. For Fannie Mae & Freddie Mac loans, is there any reason that the Flex Modification Program would not apply?
 Yes No N/A (not Fannie Mae/Freddie Mac)
(If yes, please attach explanation to this checklist.)
12. Has the plaintiff or loan servicer issued an offer for a loan modification including any streamlined modification?
 Yes No
(If yes, please attach copies of all offers of modification, along with NPV analysis only if applicable and used.)
13. Has the plaintiff or loan servicer issued a denial of a loan modification?
 Yes No
(If yes, please attach copies of all denials, along with NPV analysis only if applicable and used.)

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Misc. Retention:

14. Are there any additional home-retention programs offered by the owner of the loan that are not included in the above sections?

Yes No

(If yes, please attach a detailed list of these programs with information about how to apply.)

15. Has the plaintiff or loan servicer issued an offer for any retention options that are not included in the above sections?

Yes No

(If yes, please attach copies of all offers, along with NPV analysis only if applicable and used.)

16. Has the plaintiff or loan servicer issued a denial for any retention options that are not included in the above sections?

Yes No

(If yes, please attach copies of all denials.)

Date: _____ Prepared by: _____

Title: _____ Phone Number: _____

Signature: _____