



Early Delinquency Intervention Worksheet

Before you contact the lender, however, you need to be prepared to provide accurate, up-to-date, and documented information. Remember you are not in this alone. Our counselors are here to assist you with your efforts to resolve the delinquency. Contact us with any questions or to make an appointment to meet with a counselor. Complete the following three steps to aid in your preparations.

Step #1: Statement of the Problem

The first step is to develop a Statement of the Problem. This should be very clear so the lender understands exactly why you are now, or will be, delinquent.

A. Identify the problem: Briefly summarize the overall situation and be specific as to how it happened. In other words, clearly explain what caused you to fall behind on your mortgage payments. Provide any and all documentation you can to back up your statement.

B. Prioritize: Using the table below, list your specific financial problems starting with the most serious need first. For example, if you are late on your mortgage, list this first. Then list other needs, i.e., car, phone, credit cards, etc.

	Creditor	Months Delinquent	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Your statement of the problem is one of the most important factors in obtaining the help you need from your lender and other creditors. Always be honest and realistic, and provide documentation.

Step #2: Personal Financial Assessment

Completing a personal financial assessment will help you determine exactly what your financial circumstances are and enable you to make a realistic determination of what payment arrangements are feasible for you. The following worksheet will help you make this assessment.

HOUSING EXPENSES	
Rent/Mortgage	\$
2nd Mortgage	\$
Property Taxes <i>(if not included in mortgage payment)</i>	\$
Rent/Homeowners Insurance	\$
Utilities: Phone/Water/Gas/Electric	\$
Association Dues	\$
Subtotal <i>(add the amounts for section 1)</i>	\$ (a)
LIVING EXPENSES	
Food	\$
Clothing <i>(including laundry/cleaning)</i>	\$
Transportation <i>(gas, maintenance, bus)</i>	\$
Insurance <i>(auto, life & medical not deducted from pay)</i>	\$
Daycare	\$
Medical Expenses	\$
Subtotal <i>(add the amounts for section 2)</i>	\$ (b)
MONTHLY INSTALLMENT DEBT	
Car Loan	\$
Child Support/Alimony	\$
Credit Card Debt <i>(list all cards)</i>	\$
Credit Card Debt	\$
Credit Card Debt	\$
Other	\$
Subtotal <i>(add the amounts for section 3)</i>	\$ (c)
MONTHLY EXPENSES	
Expenses Total <i>(add the subtotals for a, b, & c)</i>	\$ (d)
MONTHLY INCOME	
Wage Earner #1 <i>(take home pay)</i>	\$
Wage Earner #2 <i>(take home pay)</i>	\$
Other Income	\$
Income Total <i>(add the amounts for section 5)</i>	\$ (e)
WHAT'S LEFT	
Income Total <i>(total from line e)</i>	\$
Monthly Expenses Total <i>(total from line d)</i>	\$
Cash Flow Total <i>(subtract monthly expenses total from the income total)</i>	\$

Step #3: Equity Calculation

In addition to your Statement of the Problem and your Personal Financial Assessment, you need to determine how much equity you have in your home. This may help you decide whether you intend to keep your home at all costs. It is essential to understand the concept of equity and how it might affect your decision.

Current Market Value of Property	\$	(a)
Outstanding Loan Balance	\$	
Second Loan Balance	\$	
Delinquent Payments	\$	
Unpaid Taxes	\$	
Other	\$	
Total Indebtedness	\$	(b)
Total Equity Position (a minus b)	\$	

The equity calculation is necessary to help you analyze all of your options. It will also be important to the lender depending upon the type of relief you seek. You are now in a position to examine the various types of assistance that might be available to you from the lender.

Housing Education Program

A Division of Consumer Credit Counseling Service of San Francisco

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