

Date:

Borrower Name:

Coborrower Name:

Property Address:

FHA Case Number:

ISN Corporation (ISN) has been engaged as the loan servicer for the U.S. Department of Housing and Urban Development (HUD). Your request for a pre-foreclosure sale, also known as a “short sale”, of this Emergency Homeowner’s Loan Program (EHLP) has been received.

To review your request, please provide the following documents:

1. Short sale approval letter from the primary loan servicer.
2. Payoff from the primary loan servicer not older than 30 days
 - a. Statement showing the amount that the primary mortgage servicer will accept for the short sale.
 - b. Statement informing if the primary loan servicer will be repaid in full.
3. Closing Disclosure (CD) for proposed short sale. The CD shall indicate the amount to be repaid to HUD.
 - a. If no funds are to be paid to HUD, be sure this reflects on the CD.
4. Copy of an appraisal that was performed within 4 months;
5. A statement on whether or not the borrower(s) will be receiving any funds for relocation or other expenses as a result of the short sale;
6. Any documentation to further support the request for a short sale

Along with this completed form, the complete package must include all documents specified. The complete package may be sent via mail, e-mail, or fax.

Overnight Mail:

ISN Corporation – Western Operations Center
Attention: Secretary Held Loan Servicing
2000 N Classen Blvd Suite 3200
Oklahoma City, OK 73106

E-Mail:

PCServicing@hud.gov

Fax:

405-724-7800

Sincerely,

ISN Corporation