

# **FLC ASSOCIATE INSTRUCTIONS ON COMPLETING FORMS**

Page 1 – **LOAN MODIFICATION APPLICATION**

THIS FORM NEEDS TO BE COMPLETED BY THE ORIGINATOR. Consider this form as the “Lead Sheet” it will enable us to be able to contact the client(s) to discuss their Loan Modification and request additional documentation we may require. **(no borrower signature required)**

Page 2 – **PRIORITIZE**

Completed by client(s) and/or provide copy of bills/statements and FLC consultant will complete.

Page 3 – **PERSONAL FINANCIAL ASSESSMENT**

Completed by client(s) also requires signature of client(s) and date.

Page 4 - **EQUITY CALCULATION** - Completed by client(s) .

Page 5 - **EXPLANATION OF HARDSHIP** - Client(s) to complete, sign and date.

Page 6 - **HARDSHIP LETTER** - client(s) to sign and date ONLY. Clients to use attached page for brief description of hardship.

Page 7 - **BORROWERS WORKOUT CONSENT** –

Clients to sign and date bottom of form to be completed by FLC consultant.

Page 8 - **WORKOUT CONSENT** - Clients to sign and date

Page 9 & 10 – **LOAN MITIGATION/MODIFICATION & PRESENTATION FEE ACKNOWLEDGEMENT** –  
Clients **must complete & sign.**

**NOTE:**

**Please fax complete signed package to (888) 789-0960 Attn: Critical Solutions Department**

20955 Pathfinder Road, Ste 100, Diamond Bar, CA 91765  
Office: (909) 843-6460 Fax: (888) 789-0960  
Email: [criticalsolutions@firstlegacycorp.com](mailto:criticalsolutions@firstlegacycorp.com)