

This checklist has a summary of the forms and documents we need to start reviewing your application. We may ask for additional documents during our review, depending on your situation.

## IMPORTANT

To avoid delays, please make sure everything you send us is complete and accurate. Write your loan number on the top of each page of your application forms and documents and send them by fax, mail or FedEx to:

**Fax** 1-866-282-5682

**Mail** Chase  
P.O. Box 469030  
Glendale, CO 80246-9030

**FedEx** Chase  
710 South Ash Street, Suite 200  
Glendale, CO 80246-1989

**While we review your application, please continue to make your current monthly mortgage payment by the due date.**

## QUESTIONS ABOUT COLLECTING YOUR DOCUMENTS AND COMPLETING THE FORMS?

Call your Relationship Manager or 1-800-848-9380.

## COMPLETE THE FORMS BELOW

- Request for Mortgage Assistance
- IRS Form 4506-C (Request for Individual Tax Return Transcript). Only required if you have self-employment income.

## COLLECT AND SEND COPIES OF YOUR FINANCIAL DOCUMENTS

*Please note: Documents will not be returned.*

### Employment Income for all customers on the loan:

- Your two most recent pay stubs with year-to-date earnings.
  - Additional pay stubs may be needed based on your mortgage investor and how often you're paid.
- If you are self-employed or an independent contractor (if you have income reported on a Form 1099), send your most recent signed and dated quarterly or year-to-date Profit and Loss statement with company name and date. Send **all** statement pages, even if a page is blank. If you don't have a Profit and Loss statement, you can complete the Sample Profit and Loss Statement that is enclosed or available to download on [chase.com/MortgageAssistance](https://chase.com/MortgageAssistance).

### Other Income Sources for all customers on the loan:

- Documents showing any additional income you'd like us to consider.

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## OTHER DOCUMENTS

Based on your unique situation, additional documents may be required. The space below can be used to track these documents.

Document Name: \_\_\_\_\_

Notes: \_\_\_\_\_

Document Name: \_\_\_\_\_

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