



JUNIOR LIEN SERVICING Recommendation/Advice of Action

INSTRUCTIONS: To be used when recommending that loans be moved to Inactive or Non-Collectible status, delinquency assistance measures/workouts are recommended; or foreclosure has been approved. Complete and submit to Minnesota Housing, Portfolio Management.

RECOMMENDATION/ACTION	
1. <input type="checkbox"/> Inactive Status – with Revenue Recapture	5. <input type="checkbox"/> Modification
2. <input type="checkbox"/> Inactive Status – unable to file Revenue Recapture	6. <input type="checkbox"/> Hardship Assumption
3. <input type="checkbox"/> Non-Collectible Status	7. <input type="checkbox"/> Foreclosure
4. <input type="checkbox"/> Forgiveness / Settlement <input type="checkbox"/> Total <input type="checkbox"/> Partial Amount \$ _____	8. <input type="checkbox"/> Other

REGARDING	
Loan # _____	_____
Borrower Name _____	SSN# _____
Co-Borrower Name _____	SSN# _____
Original Borrower(s) Name (if different) _____	
Property Address/City/Zip _____	
Mailing Address _____	
Loan Type <input type="checkbox"/> _____	
Security: <input type="checkbox"/> Secured <input type="checkbox"/> Unsecured	
Interest Rate: _____	Monthly Payment (P&I): _____
1 st Payment Date: _____	Original Loan Amount: _____
Principal Balance: _____	Original Mortgage Date: _____
Payoff Balance: _____	Next Due Date: _____
	Last Payment Date: _____
Bankruptcy Chapter Filed: _____	
<input type="checkbox"/> Borrower	Date Filed: _____
<input type="checkbox"/> Co-Borrower	Discharge Date: _____

FROM	
Servicer _____	Date _____
Contact Person _____	Phone # _____

