OFFICE LOCATIONS:

☐ **10533 W National Ave, Ste 300, West Allis, WI 5322** **Phone- 414-727-5700** **Fax – 414-727-5701**
☐ **217 Wisconsin Ave, Ste 124, Waukesha, W I 53186** **Phone - 262-522-1230** **Fax – 262-522-1233**
☐ **218 Wisconsin Drive, Jefferson, WI 53549** **Phone - 920-674-5611** **Fax – 920-674-5631**

Spanish ☐ **614 W National Ave, Ste 206, Milwaukee, WI 53204**
Phone – 414-384-3700 ext 334 **Fax – 414-384-4976**

Counselor: ☐ **Lew Ameel** ☐ **Rocio Juarez** ☐ **Sarah Steelman**

WHAT TO BRING TO YOUR APPOINTMENT

Required Documents for Foreclosure Files

_____ HBC Intake Form (completed)
_____ HBC Privacy Policy (signed)
_____ HBC Counseling Agreement (signed)
_____ HBC Budget (detailed-every bill and expense per month) (completed)
_____ Pay Stubs (last two)/Award Letters/any other income
_____ Savings/Checking/Statements for last two months
_____ Tax Returns 2008 with all W2's and 1099's
_____ Signed 4506-T IRS Form (will sign at meeting)
_____ Bankruptcy Papers (original submission and discharge letter or Chapter 13 plan
_____ Property Tax Bill (paid receipt)
_____ Homeowner Association/Condo fees (paid receipt)
_____ Declaration page for Homeowner's insurance (obtain from your agent)
_____ Proof of residence (last utility bill)
_____ All Correspondence from Lenders/Servicers
_____ Note, Mortgage, HUD 1 Settlement Statement (original closing documents)
_____ Hardship Letter
_____ Action Plan (will create at meeting)
_____ Signed Authorization (will sign at meeting)