



# VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex · Suite 4 · Frederiksted, USVI 00840  
Telephone (340) 772-4432 · Fax: (340) 772-4002  
Email: [vihfa@vihfa.gov](mailto:vihfa@vihfa.gov)

## LOSS MITIGATION CHECKLIST

The checklist listed below includes all documentation required for the review and processing of Loss Mitigation request. The failure to return and complete all of the required documents within 10 days will result in an automatic denial and/or immediate referral for legal action to ensure.

### REGARDING INCOME AND/OR EMPLOYMENT

*Please provide proof of income from all sources that apply:*

Four (4) recent pay checks stubs.

Stamped copies of the preceding two (2) years Income Tax Return (**1040s & W2s**).

Self-Employed homeowners: stamped copies of preceding two (2) years full schedule income tax return and Year to Date Profit and Loss Statement.

Letter indicating weekly allotment of unemployment income and length of time for which it will continue

Letter indicating weekly/monthly allotment of disability income and the length of time for which it will continue

Statement reflecting award of child support income

If other income is received- Please specify

### ASSETS/LIABILITIES/EXPENSES

Copies of two (2) most recent personal bank statements for ALL open accounts

Self-employed Homeowners: copies of two (2) most recent business bank statements for ALL open business accounts

Documented reason for default including but not limited to copies of disability form, medical bills/doctors orders, unemployment approval letter where applicable

Proof of expenses for all borrowers

List of debts not included on a standard credit report with substantiating evidence

### OTHER INFORMATION

Completed Financial Status Form

Completed Credit Authorization Form with \$30.00 check or money order for credit report

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Please contact the Homeownership Division at (340) 777-4432 on St. Thomas and (340) 772-4432 on St. Croix to schedule an interview with one of our housing counselors.

 *Unlocking the Door to Affordable Housing*

St. Thomas Office: 3202 Demarara Plaza · Suite 200 · St. Thomas, VI 00802 ·

Telephone (340) 777-4432 · Fax (340) 775-7913

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