



City of Bloomington Housing and Neighborhood Development

Thank you for contacting the City of Bloomington Housing and Neighborhood Development Housing Counseling Division.

To assist us in providing you with the most effective and efficient service, please download and complete the Homeowner Information Worksheet as thoroughly as possible. Please give the Budget and Expense Worksheet careful attention. This information is the key element of working with your lender on your current mortgage situation.

You will also need to download the following additional documents: 1) Scope of Services Notice, Release and Acknowledgement; 2) Authorization to Release Information. The first form outlines the scope of services that are performed by our housing agency in working with you and your mortgage company. The second form allows our office to contact your mortgage servicer on your behalf. This form requires your signature (and your spouse if your spouse is also listed on the mortgage).

In addition to returning the information, you will also need to submit the following:

- Any correspondence from the mortgage company or its attorney
- Last two employment pay stubs for each wage earner (18 and over) in the home
- Documentation of any other income, i.e. disability, social security, pension, etc.
- Most recent tax returns including any attachments (if self-employed, the last 3 years of your tax returns)
- Last two months of bank statements
- Copy of your monthly mortgage billing statement
- If receiving unemployment, documentation of the amount

You may fax, email, or mail your documents. Once the information is received, a housing counselor will contact you to schedule a mutually agreeable time to meet. The office hours are Monday – Friday, 8:00 am to 5:00 pm. Your first appointment will last approximately an hour and half. Our office is located at 401 North Morton Street, Suite 130, Bloomington, Indiana.

We look forward to working with you to help you maintain your home.

To fax: (812) 349-3582
To email: HANDhousingcounseling@bloomington.in.gov
To mail: HAND
Attn: Housing Counseling
P.O. Box 100
Bloomington, IN 47402

Enclosures

City Hall

www.bloomington.in.gov