Foreclosure Prevention

BEWARE OF FORECLOSURE RESCUE SCAMS – HELP IS FREE!!!

There should never be a fee to get assistance or information about the "Making Home Affordable" programs from your lender or a HUD approved housing counselor. **BEWARE** of any person, organization or business that asks you to pay a fee in exchange for housing counseling services or loan modification/refinance application for this program. **NEVER sign, without first consulting with an attorney of your selection, a "Quit Claim Deed" or any other legally binding document that could potentially remove your ownership rights from your home. NEVER submit your mortgage payments to any person or company other than the mortgage company** that can provide documentation that they own or service your loan. If you're unsure of your rights and options with regard to your housing, please contact the Greenville County Human Relations Commission at (864) 467-7095 or visit our website at www.greenvillecounty.org/human_relations.

***Foreclosure Prevention – Getting Started*:** Sometimes circumstances are beyond your control! In this difficult and uncertain economy, we are all at risk for unforeseen changes in our financial stability. In order to minimize the effects of a sudden change in your income, debt or assets, planning is crucial. The following outline is one recommended plan of action to keep yourself prepared and responsive to any changes in your financial stability. Don't delay in seeking assistance.

Keep in mind is that it's not in the lender's financial interest to foreclose on your home. Lenders lose a lot of money in a foreclosure and they're in the business of making money, not losing it. However, lenders cannot assist with your situation if they are not aware of what's going on so keep them informed. In addition, you need to do a budget in order for your lender to determine your eligibility for forbearance, modification, partial claim (FHA) or other foreclosure prevention programs.

Face the problem head-on and don't panic! Financial changes are intimidating but keeping calm and facing the problem with confidence and commitment to success can make the difference between resolving the matter and making it worse. Not answering the phone and not opening letters is not going to make the situation go away. In fact, unresponsiveness can and usually does make your situation worse.

Get organized and stay organized. With few exceptions, you should almost always be able to recite from memory; 1) Who you owe 2) How much you owe 3) When payments are due. If you can't remember who, when and how much you owe then you probably owe more than you think and may be living beyond your means. Also, you can't fix what you don't know.

Create a budget and a financial plan before changes occur. The biggest mistake that people make with regard to their finances is to not know what they can or can't afford. If you are without an accurate budget, you are guessing as to whether or not you're living within your income. If you're using credit to pay ANY bills on a regular basis, you're probably living beyond your means.

Be honest and detailed with yourself about your budget. For example, if you budget $25 per week for dining out and you know that you're spending $50 then, put into your budget what you ARE spending not what you think you SHOULD be spending. Also, do not include income in a budget that is NOT consistent, proven and available now. For example, I you get overtime that's not mandatory and/or guaranteed, it should not be included. Or if you anticipate a raise, don't include the raise until you're already receiving the increase in your paycheck. If you don't get child support consistently, don't include it until it becomes consistent income. Any foreclosure prevention efforts on the part of your mortgage lender or government programs are always going to begin with your ability to pay consistently. NEVER calculate your income on unreceived income such as overtime, bonuses, tax refunds, unapproved government assistance, inconsistent alimony, inconsistent child support or pay raises not currently reflected on your most recent paystub. In order to get an idea of what your lender will review and consider in a foreclosure prevention effort, you need to calculate your budget. Determine how much you can realistically afford and still be able to pay your other debts and living expenses. Calculate your income based on your (net) take-home pay regardless if your lender is using gross (before deductions) pay. You pay your bills based on take-home pay and that's why you want to use take-home pay when listing your income in your budget. Knowing what you can consistently afford is crucial to brining affordability and sustainability to your mortgage.

Whatever your monthly take home (net) pay is, that's the total amount you have each month to pay for everything (***Mortgage payments, home maintenance and repairs, car payments, repairs and maintenance, food, utilities, medications, doctor co-pays, gym memberships, cell phones, insurance, entertainment, dining out, clothing, haircuts, spending money, lattes, child care, school supplies, field trips, vacations, kids activities, gifts for holidays, birthdays, anniversaries, pet care and gasoline***).

Accurately calculating your income:

Multiply your consistent <u>take-home</u> pay by the number of pay periods per year and divide by 12 months. If you are paid every other week you have 26 pay periods per year. If you are paid something on the 15th and the last day of the month you have 24 pay periods. If you're paid monthly then you have 12 pay periods per year. Enter you income on the budget forms (attached). Use your take-home (net) pay NOT your gross pay (before deductions) because you pay your bills from net income, not gross income.

<u>**Estimate living expenses (utilities, food, clothing, entertainment, etc) weekly NOT monthly, multiply by 52 weeks then divide by 12 months to get an average monthly expense**</u>. Do NOT make the mistake of using expense figures that you think you SHOULD BE spending. Use expenses figures that are based on what you actually ARE spending! Tracking spending for 30 days will help provide an accurate budget because most people spend more than they <u>think</u> they're spending. Don't make an obvious mistake in calculating your average monthly expenses by taking a weekly expense and multiplying it by 4 weeks. **If you do your budget based on 4 weeks in a month you are leaving out 4 weeks worth of expenses from every year (4 weeks x 12 months = 48 weeks in a year)**. Your budget will NOT be accurate! It's also better to figure your income on the low side and expenses on the high side so that the margin for error and cost variation is in your favor.

Affordability and Sustainability are always important to keep in mind where your mortgage is concerned. If after reviewing your income and budget and trying to negotiate better terms with your lender you still cannot afford the payments on a consistent basis, then you're living in housing that is beyond your affordability and sustainability. <u>If you cannot afford the payments on an ongoing basis, you cannot afford the home. If you have exhausted all legal and loss mitigation options, you should consider trying to sell your house immediately to avoid having a foreclosure on your credit</u>. Other options could include either a short sale of deed-in-lieu to avoid foreclosure.

Be prepared to increase income and/or decrease expenses. If you find that, for two or more months, you just don't have enough money to pay everybody then you might need a better job, an additional job and you need to cut expenses. For example, take a seasonal job to pay for holiday expenses instead of using credit to buy gifts. Make gifts, which are usually more affordable and more personal. Eliminate or reduce non-essential services such as internet or cable or rarely used phone services. If you need internet for your work or your kids' education, switch to a basic service package. Also, use free services such as libraries for internet, movies and books.

Prioritize your bills for payment. Always give priority to those creditors that can affect your employment or make you homeless. For example, you should pay your housing first, then transportation to work, then food and utilities, then everything else. If there's not enough money to go around, contact those creditors you cannot pay to advise when you can realistically bring your account current. Keeping your creditors informed is very important because they might be able to offer some assistance.

Save, save, save! You should always set aside a reasonable percentage of your earnings to be placed in an interest bearing account for loss of income or unforeseen expenses. Credit should NEVER be your emergency plan as it makes your situation worse, especially high rate pay day and title loans. Also, make savings accounts very <u>inconvenient</u> to access. The easier the access, the more likely you are to use your savings unnecessarily.

Foreclosure Alternatives and Loans to Avoid:

Deed-in-lieu of foreclosure is when you agree to allow the lender to take back the property. There could be tax consequences to deed-in-lieu of foreclosure. If the lender sells the property for less than you owe, you could still owe thousands of dollars. If the lender agrees to forgive the residual debt, the debt is potentially taxable unless covered by the "Mortgage Forgiveness Debt Relief Act of 2007".

The ***Mortgage Forgiveness Debt Relief Act of 2007*** generally allows taxpayers to exclude income from the discharge of debt on their principal residence. Debt reduced through mortgage restructuring, as well as mortgage debt forgiven in connection with a foreclosure, qualifies for the relief. This provision applies to debt forgiven in calendar years 2007 through 2012. Up to $2 million of forgiven debt is eligible for this exclusion ($1 million if married filing separately). There are exclusions and more information, including detailed examples can be found on www.irs.gov in Publication 4681.

Short Sale is another option with regard to selling the property. ***Short sale*** is when you sell the property for less than you owe on it. This requires the approval of any property lien holders and has the same potential tax consequences outlined in the deed-in-lieu section above. Investors are usually the interested buyers in a short sale transaction. It is strongly suggested that anytime you are involved in a real estate transaction, as buyer or seller, that you seek the advice and services of a licensed real estate professional.

Lease or Lease/Purchase is a foreclosure alternative that involves leasing the property or doing a lease/purchase (lease-to-own). In either option, it is strongly suggested that you have written agreements for all terms. In addition, if the lease/purchase process is not something that you understand how to do handle, please seek the services of a licensed realtor and/or experienced attorney. In any real estate lease transaction it is recommended that you as the landlord use on online service to obtain copies of the tenant's credit and criminal histories. Your investment could be at risk if the tenant has a history of criminal activity or non-payment to other creditors.

Reverse Mortgage (At least one owner must be 62 or older) is a foreclosure alternative that involves your current mortgage being paid off and refinanced into a loan that does not require monthly payments or repayment until you either sell, refinance or move out of the property. You would NOT make monthly payments, you don't have to credit or income qualify and if you have sufficient equity, you might be able to have a monthly check sent to you. As with traditional refinance, there are substantial fees required at the time of repayment. For more details, contact Gina Wong at GCHRC (864) 467-7095.

Bankruptcy might temporarily stop a foreclosure but it will have a devastating effect on your credit and bankruptcy will NOT allow you to stay long-term in a property that you cannot afford. Seek legal advice from a bankruptcy attorney for this option. Please, let us speak with your lender before using bankruptcy as a means to avoid foreclosure. **This option should be a last resort effort after all other efforts have been exhausted AND only if you know that you can make the payments consistently**.

Avoid High cost loans are payday loans, title loans and personal loans from loan centers that are NOT going to improve your financial situation. If you take these high rate loans, you'll actually be making your situation worse because you'll owe a lot more money after you take these loans. Beware of people anxious to loan you money, especially when they know that you're already behind with another creditor. You could end up being a victim of predatory lending. Predatory lending is when you're knowingly loaned more money than you can afford to repay or at terms that are unreasonably high or the lender knows or hopes that you don't understand the consequences of taking their loan. When in doubt, before you sign anything, call the HRC or Compass of Carolina CCCS to discuss the terms, advantages and disadvantages of the loan.

LOAN MODIFICATION APPLICATION PROCESS OVERVIEW

Please note, the following overview is a general reference only. The actual process and requirements can vary from lender-to-lender and loan-to-loan. Factors such as what type of loan you have (Fannie, Freddie, FHA, VA, USDA, private investment, etc.) coupled with whether or not your lender is participating in the Making Home Affordable Program can affect the type of loan modification for which you are applying. Also, if you have more than one mortgage you will need to complete the application process for every mortgage loan.

Step 1: Determine if your loan is owned by secondary lenders Fannie Mae or Freddie Mac. Knowing if your loan is owned by Fannie Mae or Freddie Mac will help to determine your initial loan application eligibility for government sponsored programs such as "Hope For Homeowners" or "Making Home Affordable". To find out if your first mortgage loan is owned by Fannie Mae or Freddie Mac visit:

www.fanniemae.com www.freddiemac.com

Step 2:
Prepare your budget in advance in great and honest detail and get all of your supporting documents copies in advance. NEVER send your only copy of any document to anyone! Only send copies of the requested documents. At some point, the lender is going to ask you to send these documents to a specific address for loan modification application review. Fax first and then send copies via certified to the address given.

Step 3:
Contact the "loss mitigation department" NOT the collections or customer service departments of your lender(s). Call the customer service number on your monthly statement or go the lender's website.

The contact information can and often does change for lenders but websites will often give loss mitigation numbers or even let you start a loan modification application online and send the supporting documents later. Please note, the collections department will often give you a less than truthful answer when you ask "Are you in the loss mitigation department?" Some red flags to look for to try to determine if the person to which you're speaking is a collector would be; a) They are more interested in asking repeatedly "When can you make a payment?" than letting you apply for loan modification, b) The person you're speaking with takes some personal information from you (or doesn't take any at all) and a few minutes later tells you that you don't qualify for loan modification. Legitimate loan modification has to go through a process of data collection, receipt of supporting documents, underwriting review and then approval or denial in writing, c) The person is offering what sounds like a good offer but wants to draft money from your account immediately or before you've sent in supporting documents for the application, d) They won't put anything in writing and become defensive or aggressive when you ask to get their offer in writing. No matter how friendly or helpful the person appears to be, if they're not willing to put what they're telling you in writing there's a good chance that they're being less than honest about what you're being offered. It's for your protection that you get any modification in writing and read every word of any such agreement. Get legal advice if necessary. **Mortgage modifications MUST BE IN WRITING**!

Step 4:
Be patient but persistent! Call your lender's loss mitigation department every week until you get an answer. If it's been four or more weeks since you sent the last requested supporting document, then start calling daily if necessary, especially if you are three (3) or more months past due with payments.

Step 5: (Optional)
If necessary, be prepared to escalate your case to the President or CEO of the company. If you've had to send documents more than once and/or it's been more than six weeks since you applied, write to the President or CEO at the company's headquarters and ask for assistance. It's their job to help customers!

Government Programs

HOPE for Homeowners (H4H) will provide another resource to the Federal Housing Administration's (FHA) existing efforts to aid struggling homeowners. Under the program, borrowers having difficulty paying their mortgages will be eligible to refinance into FHA-insured mortgages they can afford. For borrowers who refinance under *HOPE for Homeowners*, lenders will be required to "write down" the size of the mortgage to a maximum of 96.5 percent of the home's new appraised value. In many instances, lenders will determine that such a reduction in principal will allow them to avoid a costly foreclosure, while helping borrowers stay in their homes.

HUD strongly encourages borrowers to work with their current lender to determine if *HOPE for Homeowners* is the right program for them. Lenders should explore all options, including *HOPE for Homeowners*, before issuing foreclosure notices. For lenders, this voluntary program is another loss mitigation tool that can be used to help families keep their homes.

HOPE for Homeowners will only offer 30-year fixed rate mortgages - so the borrower's last payment will be the same as the first payment. Further, this program will maintain FHA's long-standing requirement that new loans be based on a family's long-term ability to repay the mortgage. Only owner-occupants are eligible for FHA-insured mortgages.

Consistent with statutory requirements, borrowers must also meet the following criteria:

Their mortgage must have originated on or before January 1, 2008;

- They must have made a minimum of six full payments on their existing first mortgage and did not intentionally miss mortgage payments and must document circumstances resulting in current payment being unaffordable;
- They do not own a second home;
- They did not knowingly or willfully provide false information to obtain the existing mortgage, and they have not been convicted of fraud in the last 10 years;
- They must follow FHA's long-standing and strict policy of fully documented income and employment.
- Homeowners must agree to share both the equity created at the beginning of their new HOPE for Homeowners mortgage and any future appreciation in the value of their home.
- To participate, existing subordinate lenders must agree to release their outstanding mortgage liens.

The new ***HOPE for Homeowners*** mortgage payment must be at or below 31 percent of the borrower's income, unless there is "trial modification" period prior to loan application. A trial modification would give borrowers the opportunity to demonstrate their capacity and willingness to make a mortgage payment that does not exceed 38 percent of their monthly income.

Program Timeline
The program will last from October 1, 2008 through September 30, 2011.

Voluntary Lender Participation
FHA will continue to offer lenders an alternative to foreclosing on borrowers. Lenders will be required to write-down the outstanding mortgage principal balances to 90% of the new value of the property. In many cases, reductions in principle will cost lenders less than the losses associated with foreclosure.

The Making Home Affordable Refinance: VA and USDA loans are NOT currently eligible for either of the Making Home Affordable programs. FHA has their own version of the program. Normally, homeowners would be unable to refinance because their homes have lost value, pushing their current loan-to-value ratios above 80%. Under the Making Home Affordable Refinance program, many homeowners will now be eligible to refinance their loan to take advantage of today's lower mortgage rates or to refinance an adjustable-rate mortgage into a more stable mortgage, such as a 30-year fixed rate loan. Lenders and servicers already have much of the borrower's information on file, so documentation requirements are not likely to be burdensome. In addition, in some cases an appraisal will not be necessary. This flexibility will make the refinance quicker and less costly for both borrowers and lenders. The Home Affordable Refinance program ends in June 2010. **MHA eligible loans that have been past due at anytime in the previous twelve (12) months prior to application are ineligible for MHA refinance but <u>may apply for MHA modification</u>.**

The Making Home Affordable Modification program will help up to 3 to 4 million at-risk homeowners avoid foreclosure by reducing monthly mortgage payments. The detailed guidelines provide information on the following:

- Eligibility and Verification: Loans originated on or before January 1, 2009.
- First-lien loans on owner-occupied properties with unpaid principal balance up to $729,750. Higher limits allowed for owner-occupied properties with 2-4 units.
- All borrowers must fully document income, including signed IRS 4506-T, two most recent pay stubs, and most recent tax return, and must sign an affidavit of financial hardship.
- Property owner occupancy status will be verified through borrower credit report and other documentation; no investor-owned, vacant, or condemned properties.
- Incentives to lenders and servicers to modify at risk borrowers who have not yet missed payments when the servicer determines that the borrower is at imminent risk of default.
- Modifications can start from now until December 31, 2012; loans can be modified only once under the program.

<u>Loan Modification</u> Terms and Procedures
Participating servicers are required to service all eligible loans under the rules of the program unless explicitly prohibited by contract. Servicers and Lenders will follow a specified sequence of steps in order to **reduce the monthly payment to no more than 31% of gross monthly income** (DTI). The modification sequence requires first reducing the interest rate (subject to a rate floor of 2%), then if necessary extending the term or amortization of the loan up to a maximum of 40 years, and then if necessary forbearing principal. Principal forgiveness or a Hope for Homeowners refinancing are acceptable alternatives. The monthly payment includes principal, interest, taxes, insurance, flood insurance, homeowner's association and/or condominium fees. Monthly income includes wages, salary, overtime, fees, commissions, tips, social security, pensions, and all other income. Servicers must enter into the program agreements with Treasury's financial agent on or before December 31, 2009.

Payments to Servicers, Lenders, and Responsible Borrowers

- The program will pay the lender/investor the cost of reductions in monthly payments from 38% to 31%
- Servicers that modify loans according to the guidelines will receive an up-front fee of $1,000 for each modification, plus "pay for success" fees on still-performing loans of $1,000 per year.
- Homeowners who make their payments on time are eligible for up to $1,000 of principal reduction payments each year for up to five years.
- The program will provide one-time bonus incentive payments of $1,500 to lender/investors and $500 to servicers for modifications made while a borrower is still current on mortgage payments.
- The program will include incentives for extinguishing second liens on loans modified under this program.
- No payments will be made under the program to the lender/investor, servicer, or borrower unless and until the servicer has first entered into the program agreements with Treasury's financial agent.

This guide is an overview of general program requirements of both the "Making Home Affordable" (MHA) and the "Hope For Homeowners" (H4H) loan programs. Please note that other requirements may apply. Guidelines are subject to change without notice by HUD, the United States Departments of Treasury and/or Federal Housing Authority. All information provided in any Greenville County publicly posted document is believed to be accurate but not warranted by Greenville County nor its staff.

PROGRAM REQUIREMENT	MHA MODIFICATION	MHA REFINANCE	H4H REFINANCE (FHA)
Primary residence	Yes	Yes	Yes
Must be owner occupied	Yes	Yes	Yes
Vacant or abandoned ok	No	No	No
Must be owned by Fannie Mae or Freddie Mac	No but if not Fannie or Freddie, participation is lender discretion	No but if not Fannie or Freddie, participation is lender discretion	No If not Fannie/Freddie, investor approval required to reduce balance
FHA, VA, USDA Loans ok	FHA = Yes, VA/USDA = No	FHA = Yes, VA/USDA = No	FHA = Yes, VA/USDA = No
Condos/Co-ops or multi-unit ok	Yes, 4 unit max & owner must occupy one unit.	Yes, 4 unit max & owner must occupy one unit.	Yes, 4 unit max & owner must occupy one unit.
Mobile or Modular Homes ok	Only if taxed as affixed	Only if taxed as affixed	Only if taxed as affixed
Past due ok	Yes	Not in the past 12 months	Yes
Documented hardship required	Yes	Yes	Yes
Credit Scores Considered	No	No	No
Original loan origination date	01/01/2009 or before	01/01/2009 or before	01/01/2008 or before
New payment % of Gross Monthly Income (GMI)	31% **Maximum** payment	31% **Maximum** payment	31% **Maximum** payment
Last date to apply	December 31, 2012	June 10, 2010	September 30, 2011
Current lender MUST participate	Yes, if used **TARP*** funds	Yes, if used **TARP*** funds	No, lender voluntarily participates
Maximum Loan (single family)	$729,750	$729,750	$550,000.00
Current payment must be > 31%	Yes, unless excludes escrow	Yes, unless excludes escrow	No
Minimum age of current loan	3 months	3 months	Minimum of 6 payments made
Maximum loan % of home value	125%	125%	96.5%
New loan terms are fixed rate	Yes, first 5 years w/caps	Yes	Yes
May currently be in bankruptcy	Yes, with trustee ok	Yes, with trustee ok	Yes, with trustee ok
Minimum APR on new loan	2%	2%	5.25%
Maximum APR on new loan	Market rate with caps	Market rate with caps	5.25%
Cash out of new loan	N/A	Fannie Mae loans only and allows lesser of 2% or $2,000	No
Escrow of taxes and insurance	Yes	Yes	Yes
Private mortgage insurance	Yes, if previously had PMI	Yes, if previously had PMI	Yes, if previously had MIP
Second mortgages consolidated	No	No	Only if sufficient equity in home
Trial period required to approve	3 months	N/A	N/A
Website address	www.makinghomeaffordable.gov	www.makinghomeaffordable.gov	www.fha.gov/hopeforhomeowners

*The **Troubled Asset Relief Program** (**TARP**) is a program of the United States government to purchase assets and equity from financial institutions in order to strengthen its financial sector. It is the largest component of the government's measures in 2008 to address the sub-prime mortgage crisis. TARP funding is often referred to as "bailout money". If a mortgage lender received TARP funding, they are required to participate in the "Making Home Affordable" modification and refinance programs. In addition, if your loan is owned by Fannie Mae or Freddie Mac AND the lender received TARP funding, the lender must permit you to apply for the "Making Home Affordable" program(s). However, the lenders are not required to approve a "Making Home Affordable" refinance or modification unless you have documented that you meet all program guidelines and requirements.

Additional websites:

List of lenders receiving ***TARP funding***:	www.treas.gov/press/releases/hp1352.htm
Verify if your loan is owned by ***Fannie Mae***:	www.fanniemae.com
Verify if your loan is owned by ***Freddie Mac***:	www.freddiemac.com
Hope for Homeowners Program overview:	www.fha.gov/hopeforhomeowners
Homeownership opportunities:	www.greenvillesc.gov/neighborhoods/comm_development.asp www.greenvillecounty.org/redevelopment www.greenvillehousingfund.org www.habitatgreenville.org www.homesofhope.org

COMMUNITY ASSISTANCE

Don't be afraid to ask for assistance. If you don't know how to do a budget, contact us or your local credit counseling service. If you don't have money for food, medicines or other essentials, call us (864-467-7095) or the United Way (864-467-3300).

The following is a list of possible assistance agencies for households experiencing a financial crisis. Please note, these agencies have limited funding and each has their own specific guidelines. Requests for financial assistance are reviewed on a case-by-case basis and should be applied for in advance if possible.

United Way Helpline	864-467-3300 or 211 from inside Greenville County
Buncombe Street United Methodist Church	864-235-6011/864-232-7341
Catholic Charities	864-242-2233
Downtown Outreach Ministry	864-313-7151
Eastside Crisis Center	864-242-9083
Greer Relief	864-848-5355
Golden Strip Relief	864-967-2022
Greenville Crisis Food Ministry	864-834-7342
Partnership for Families	864-467-1654
Salvation Army	864-235-4803
SHARE	864-269-0700
United Ministries	864-232-6463
Urban League	864-244-3862
Greenville Housing Fund	864-235-6631
Greenville Housing Authority	864-467-4250
Upstate Homeless Coalition	864-241-0462
Homes of Hope	864-269-4663
Greenville County DSS (Food Stamps)	864-467-7700
Harvest Hope Food Bank	864-281-3995
Greenville County Human Relations	864-467-7095
Women, Infants, Children (WIC Food Vouchers)	864-282-4326
Goodwill Industries (Employment Training)	864-351-0100
Greenville County One Stop (Employment)	864-467-7501
Greenville County Health Department	864-282-4100
Veterans Center	864-271-2711
Medicaid	864-467-7800
Medicare	800-633-4227
Social Security Administration	864-233-1116
SC School for the Deaf and Blind	864-585-7711
AID Upstate (HIV related services)	864-250-0607
Senior Action	864-467-3660
AARP Senior Community Employment Program	864-467-3325
Miracle Hill Rescue Mission	864-242-6933
Alcoholics Anonymous	864-233-6454
Suicide Prevention Hotline (24 hours)	864-271-8888
Compass of Carolina (credit counseling)	864-467-3434
Legal Services	864-679-3232
Greenville Association of Realtors (Seller Services)	864-672-4427
Servicios en Espanol	866-783-2645

BUDGET WORKSHEET

CATEGORY	BUDGET AMOUNT
INCOME (Take Home Pay):	(See next line)
Multiply **take home** pay by the number of pay periods, then divided by 12 months = Average	$
Misc. Income (child support/alimony)=	$
Total of ALL spendable income =	$
EXPENSES:	
Mortgage or Rent	
Homeowners/Renters Insurance	
Property Taxes	
Home Repairs/Maintenance/HOA Dues	
UTILITIES:	
Electricity	
Water and Sewer	
Natural Gas or Oil	
Telephone (Land Line, Cell)	
FOOD:	
Groceries	
Eating Out, Lunches, Snacks	
FAMILY OBLIGATIONS:	
Child Support/Alimony (that you pay)	
Day Care, Babysitting	
HEALTH AND MEDICAL:	
Out-of-Pocket Medical Expenses	
Fitness (Gym membership)	
TRANSPORTATION:	
Car Payments	
Gasoline/Oil	
Auto Repairs/Maintenance/Fees	
Auto Insurance	
DEBT PAYMENTS:	
Credit Cards (total of all accounts)	
Student Loans	
Other Loans (total of all accounts)	
ENTERTAINMENT/RECREATION:	
Cable TV/Videos/Movies	
Internet Service Fee	
Hobbies	

Subscriptions and Dues	
Vacations	
PETS:	
Food	
Grooming, Boarding, Vet Expenses	
CLOTHING (annual ÷ 12 months) =	$
SAVINGS:	
Savings	
Emergency Fund	
MISCELLANEOUS:	
Toiletries, Household Products	
Gifts/Donations	
Grooming (Hair, Make-up, Other)	
Other Expenses	
Total Expenses	
Income minus Expenses =	$
After you subtract expenses from income, if you have a positive amount (surplus), **and have accounted for all expenses**, then you are living within your means.	
After you subtract your expenses from income, if you have a negative amount (deficit), then you are living beyond your means. This is resolved by either increasing your income, decreasing your expenses or a combination of both.	
NOTES:	