HARDSHIP WORKSHEET

Loan Modification Escrow Reconciliation Worksheet

17

RECONCILE MODIFICATION

Separate the modified principal-and-interest terms from escrow changes so a post-modification payment can be reconstructed component by component.

WHEN TO USE	FEDERAL / PRIMARY REFERENCE
Separate the modified principal-and-interest terms from escrow changes so a post-modification payment can be reconstructed component by component.	12 CFR § 1024.17 · Modification agreement controls P&I terms

Federal baseline to check

- ☐ A loan modification can change principal-and-interest terms without changing the legal mechanics used to analyze an existing escrow account.
- ☐ Escrow shortages, deficiencies, taxes, and insurance should be traced separately from the modified P&I amount unless the modification agreement expressly addresses them.
- ☐ Regulation X still limits escrow collection and governs the analysis of shortages/deficiencies for covered escrow accounts.

BORROWER AND LOAN

Borrower name ______________________________	**Property address** ______________________________
Loan/account number ______________________________	**Servicer name** ______________________________

Before modification

Before modification - P&I: $__________ Escrow: $__________ Total: $__________

Notes: ____

Modification terms

Final modification effective: __________ Modified P&I: $__________

Notes: ____

Escrow after modification

Post-mod recurring escrow: $__________ Shortage/deficiency installment: $__________

Notes: ____

Total payment bridge

First post-mod total payment: $__________ Component difference to explain: $__________

Notes: ____

Questions to resolve

Unresolved term, ledger entry, or statement date: ______________________________

Notes: ____

Attachment checklist

☐ Final modification agreement

☐ Post-modification statement

☐ Escrow analysis

☐ Tax/insurance bills

☐ Copy of this completed template retained for your records

☐ Mailing / delivery confirmation retained if sent formally

Use notes

☐ Use the signed final modification agreement, not a trial plan or phone quote, as the source for the new P&I amount.

☐ Build a payment bridge: old P&I + old escrow + other charges versus modified P&I + recurring escrow + temporary shortage/deficiency repayment.

☐ If the post-modification statement differs from the signed terms, isolate which component differs before disputing the total payment.

☐ Keep a complete copy of the completed template and supporting records; send copies rather than irreplaceable originals when copies are sufficient.

PRIMARY SOURCES TO CHECK

12 CFR § 1024.17 • Modification agreement controls P&I terms

Official links: https://www.consumerfinance.gov/rules-policy/regulations/1024/17/