

# Foreclosure Mediation Request Form

Within 20 days from the date you received the foreclosure Summons, complete this Request Form and return it to the Foreclosure Mediation Program Administration by:



**Mail:** P.O. Box 633, Milwaukee, WI 53201  
**Email:** [apply@mediatewisconsin.com](mailto:apply@mediatewisconsin.com)  
**Fax:** (414) 939-8803  
**Contact us with any questions at:**  
**Phone:** (414) 939-8800 or **Toll Free:** (877) 721-6262

Name of all Homeowner(s) (who has title):	
Name of all Borrower(s) (who signed the loan):	
Full property address (Street/City/State/ZIP):	
Name of County where this home is located:	
Mailing address (if different):	
Number of units you own at property location:	
Email address:	
We prefer to use e-mail as our main way to contact you. Is that acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Cell Phone:	Alternate Phone:
Best phone to reach you during the day? <input type="checkbox"/> Cell <input type="checkbox"/> Alternate	
Name of Lender/Plaintiff in your case:	
Name of Servicer (you make your mortgage payment to them):	
Case Number (located on your Summons): 20 CV	
Date you received the Summons and Complaint:	
Is this property your primary residence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you own the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you sign the Mortgage Note? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you started a bankruptcy that is still ongoing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, BK Case Number:	
Does an attorney represent you for your foreclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name & email address:	
Have you met with a housing counselor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with whom have you met?	
If English is not your primary language, will you bring an interpreter to the mediation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you received a prior loan modification for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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What is your annual household income?	Female Head of Household? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the number of people living in your household?	
What is your Race? <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian / Pacific Islander <input type="checkbox"/> White	
What is your Ethnicity? <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
<p>How did you hear about the Foreclosure Mediation Program?</p> <input type="checkbox"/> Colored forms attached to summons (pink, yellow or green) <input type="checkbox"/> Take Root Milwaukee Hotline <input type="checkbox"/> Website (which one): <input type="checkbox"/> Housing Counselor (Name): <input type="checkbox"/> Other (please explain):	
<p><b>Authorization for Research and Evaluation.</b> The Metro Milwaukee Foreclosure Mediation Program &amp; the Wisconsin Foreclosure Mediation Network are administered by Metro Milwaukee Mediation Services, Inc. (MMMS). The Program will share your contact or financial information only with program partners, such as your HUD certified housing counselor, your attorney, or your lender's representatives. We also compile anonymous aggregate case file or results information for evaluating our services, gathering valuable research information, designing future programs and engaging in academic research, analysis and publication.</p> <p>I consent to the use of my information for these purposes. I also authorize my servicer to disclose all information and supply any documents that relate to the loan which is described in this Request to the Mediation Program through the Program-designated online Portal.</p> <p>I also certify that I am the owner and mortgagor of the property that is subject to this foreclosure action.</p>	
_____ <i>Property Owner's Signature</i>	_____ <i>Date</i>
_____ <i>Property Owner's Signature</i>	_____ <i>Date</i>

**PLEASE NOTE: You are not "in mediation" until you have completed all three steps below. Once you have fully completed all three steps, you will be considered "in mediation."**

<p><b>Step 1:</b></p> <p>Within 20 days from the date you were served with the foreclosure summons and complaint, complete the attached Request form and return it to the Foreclosure Mediation Program Administration:</p> <p><b>Mail:</b> P.O. Box 633, Milwaukee, WI 53201  <b>Email:</b> apply@mediatewisconsin.com  <b>Fax:</b> (414) 939-8803</p> <p><b>Contact us with questions at:</b>  <b>Phone:</b> (414) 939-8800 / <b>Toll Free:</b> (877) 721-6262</p> <p><i>If you are deemed eligible for mediation, you will receive the name of your housing counselor or documents specialist within two (2) business days.</i></p>	<p><b>Step 2:</b></p> <p>Call and meet with your assigned housing counselor or documents specialist and to put together a complete financial package.</p> <p>Promptly collect and deliver to them all of the items they request. This step is critical.</p> <p>This should be done within two (2) weeks or sooner.</p>	<p><b>Step 3:</b></p> <p>Pay the Program fee of <b>\$100 (for Milwaukee County properties only)</b>, or <b>\$200 (for properties in Ashland, Dane, Dodge, Marathon, Portage, Sauk, Waukesha &amp; Wood Counties, or any other county MMMS administers)</b></p> <p>by check, money order to MMMS or to make a credit/debit card payment call (414) 939-8800 or call toll free at (877) 721-6262.</p> <p>Please contact us to discuss installment payments, if needed.</p>
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