

**MARY IDA TOWNSON**  
STANDING CHAPTER 13 TRUSTEE

*Northern District of Georgia*

SUITE 2700  
THE EQUITABLE BUILDING  
100 PEACHTREE STREET, N.W.  
ATLANTA, GEORGIA 30303  
(404) 525-1110  
OUTSIDE ATLANTA 1-800-825-1973  
FACSIMILE (404) 522-4448

**PLEASE SEE THE ATTACHED IMPORTANT NOTICE**

**APPLICATION FOR OUTSIDE LOAN**

The attached Application for Outside Loan must be completed, in full, before being returned to the Chapter 13 Trustee's Office for consideration. A response will generally be provided within seven (7) business days after the completed application is received by the Trustee's office. **Incomplete applications will not be processed until all information has been received.** The Trustee does not give verbal approval or any type of "pre-approval". Only after an application is complete will it be presented to the Trustee for consideration. **Please remember that the Chapter 13 Trustee will only consider loan applications submitted by debtor(s)' counsel.**

**PLEASE DO NOT FAX LOAN APPLICATIONS TO THE TRUSTEE'S OFFICE; ALL APPLICATIONS MUST BE MAILED TO THE ADDRESS LISTED ABOVE.**

The deadline for all loan applications that require case payoffs must be submitted prior to the twentieth of the month unless the loan is scheduled to close that month.

All inquires about outside loans should be directed to our loan specialist, Luann Sweeney. Ms. Sweeney can be reached at 525-1110, extension 320. **Ms. Sweeney will speak only to debtor(s)' attorney or a member of the attorney's staff.** Thank you for your cooperation in this matter.

Mary Ida Townson  
Chapter 13 Trustee

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AN IMPORTANT ANNOUNCEMENT FROM THE OFFICE OF  
MARY IDA TOWNSON, CHAPTER 13 TRUSTEE

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Effective immediately, the Chapter 13 Trustee will no longer consider any request for a post petition loan received directly from a Chapter 13 debtor. **ALL APPLICATIONS MUST BE REVIEWED AND RECOMMENDED BY DEBTOR’S COUNSEL.**

For many years the Chapter 13 Trustee has attempted to process loan requests that inevitably require assistance from debtor’s counsel in the form of plan modifications. Often the loan applications indicate a substantial change in circumstances by the debtor who has not notified his/her counsel which then results in serious consequences to the debtor’s confirmed plan.

**ALL APPLICATIONS RECEIVED DIRECTLY FROM A DEBTOR, MORTGAGE BROKER, AUTOMOBILE DEALER, CREDIT UNION, ETC. WILL BE RETURNED TO THE DEBTOR TOGETHER WITH A COPY OF THIS NOTICE.**

For the benefit of debtor’s counsel, loan applications can be obtained via our website:

[www.atlch13tt.com](http://www.atlch13tt.com)

Go to forms and then “Outside Loan Application”. Our Loan Specialist, Luann Sweeney, will return calls ONLY to debtor(s)’ counsel or their staff.

**PLEASE BE SURE THAT YOUR CLIENTS ARE AWARE OF THIS CHANGE IN LOAN PROCEDURE.** Thank you for your cooperation in this matter.

**Factors considered by the Chapter 13 Trustee include, but are not limited to:**

- What is the dividend to unsecured creditors?
- What is the length of plan (is there a term problem)?
- Are plan payments current?
- What is the total amount of the “new” debt and the amount of the monthly payment on the new debt compared with plan payments?
- If a new home loan, what is the monthly difference between current rent and proposed mortgage?
- If a mortgage refinance, has monthly mortgage “savings” been contributed to plan?
- Does car payment exceed \$300.00 per month?
- Does APR for auto loan exceed 18%?
- Is the case under a strict compliance order from either confirmation or a motion to dismiss?

NECESSARY INFORMATION WITH THE LOAN APPLICATION:

**REQUIREMENTS TO PURCHASE A HOUSE.**

1. Copy of Sales Contract
2. Good Faith Estimate
3. Truth in Lending Disclosure
3. Trustee's Application for Outside Loan
4. An Itemized Monthly Budget
5. Two Recent Pay Advices

**REQUIREMENTS TO REFINANCE A MORTGAGE.**

1. Good Faith Estimate
2. Truth in Lending Disclosure
3. Trustee's Application for Outside Loan
4. An Itemized Monthly Budget
5. Two Recent Pay Advices
6. Copy of recent payoff from all existing mortgage companies

**REQUIREMENTS FOR A HOME IMPROVEMENT LOAN.**

1. An Itemized Estimate of the Repairs
2. An Itemized Monthly Budget
3. Trustee's Application for Outside Loan
4. Two Recent Pay Advices
5. Copy of Note or Loan Documents

**REQUIREMENTS TO PURCHASE A CAR.**

1. Copy of Bill of Sale
2. Trustee's Application for Outside Loan
3. An itemized Monthly Budget
4. Two Recent Pay Advices
5. **PAYMENTS SHOULD NOT EXCEED \$300.00 PER MONTH**
6. If Your Chapter 13 Plan Includes the Payment of Any Vehicle(s), your application should indicate if you intend to trade-in this vehicle(s) as part of your purchase
7. **Annual Percentage Rate (APR) - may not exceed 18%**

**REQUIREMENTS FOR CAR REPAIRS.**

1. An Itemized Estimate of the Repairs
2. An Itemized Monthly Budget
3. Trustee's Application for Outside Loan
4. Two Recent Pay Advices
5. Copy of Note or Loan Documents

**MISCELLANEOUS LOANS (STUDENT LOANS, EMERGENCY LOANS, etc.).**

1. A Written Statement of the Type of Loan Needed, the Source of the Funds, and the Terms of Repayment
2. An Itemized Monthly Budget
3. Trustee's Application for Outside Loan
4. Two Recent Pay Advices
5. Copy of note or loan documents

**NO LOAN SHOULD BE CONSIDERED APPROVED WITHOUT A LETTER OF APPROVAL FROM THE CHAPTER 13 TRUSTEE.**

**APPLICATION FOR OUTSIDE LOAN**

NAME: \_\_\_\_\_

CASE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

REASON  
FOR LOAN: \_\_\_\_\_

\_\_\_\_\_

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**TO BE COMPLETED BY LENDER**

NAME OF LENDER: \_\_\_\_\_

NAME & PHONE NO.  
OF LOAN OFFICER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TOTAL LOAN AMOUNT: \_\_\_\_\_

EXACT AMOUNT OF  
MONTHLY PAYMENTS: \_\_\_\_\_

SECURITY FOR LOAN: \_\_\_\_\_

1. If this is a home purchase, list amount of present rent or mortgage:  
\_\_\_\_\_.

2. If this is a car purchase, what do you intend to do with any vehicle(s)  
being funded in your Chapter 13 case? \_\_\_\_\_.

3. If this is a home refinance, list current mortgage payment and interest  
rate \_\_\_\_\_.

**\*PLEASE NOTE: DO NOT FAX A LOAN APPLICATION, OR ANY  
SUPPORTING DOCUMENTS, TO THE TRUSTEE'S  
OFFICE.**

**MONTHLY BUDGET**

- 1. Present rent or mortgage \_\_\_\_\_
- 2. Electricity \_\_\_\_\_
- 3. Gas \_\_\_\_\_
- 4. Telephone \_\_\_\_\_
- 5. Food \_\_\_\_\_
- 6. Car Insurance \_\_\_\_\_
- 7. Child Care \_\_\_\_\_
- 8. Transportation \_\_\_\_\_
- 9. Medical/Dental Costs \_\_\_\_\_
- 10. Chapter 13 Payment \_\_\_\_\_
- 11. Other Costs \_\_\_\_\_

**\*\*\*\*\* PLEASE KEEP A COPY OF THIS COMPLETED LOAN APPLICATION FOR YOUR CLIENT(S)' RECORDS. COPIES ARE NOT PROVIDED TO ANY PARTY AFTER BEING SUBMITTED TO THE TRUSTEE'S OFFICE \*\*\*\*\***