

Short Sale Checklist

Seller Name(s): _____

Property Address: _____

Seller Phone number: Cell _____

Other _____

Email: _____

Seller Sign / Fill Out

- Seller Property Information Sheet
- Authorization to Release Information
- Option to Purchase Agreement
- Seller Disclosure Form 17*
- Listing Agreement Form 1A*

Collect from Seller Checklist

- Pay stubs last 2 months
- Bank Statements last 2 months (you will probably be asked to update this right before the bank approves the short sale.)
- Tax returns last 2 years _____/_____
- W-2's last 2 years _____/_____
- Hardship Letter by seller (Keep it short, address the hardship issue, i.e. Divorce, Loss of Job, Medical expenses, Large Assessment, Have to move for X)
- Financial Statement-Income/Expense Statement (see Budget Worksheet)

Realtor documents

- Property Tax Information**
- Comps (Comparable Property Values)**
- Pictures of home (Please email if you have them)**
- Listing Input sheet (Please fill out as best as you can)**
- Listing Agreement* (Please read and sign)**
- Form 17*(Please fill out. Answer truthfully only what you know. If you don't know, check "Don't know")**
- Seller's Short Sale Negotiation Agreement* (Please read and sign)**

Financial Officer Documents

- Proforma HUD-1 (AKA Estimated HUD, Negotiation HUD)**

Bank Contact Info (Seller; Fill in if you know but leave blank otherwise)

Bank 1st lien _____

Initial Contact _____ Date _____ Phone _____

Assigned Officer _____ Phone _____

Notes:

Documents sent /to _____ Date _____

Bank 2nd lien _____

Initial Contact _____ Date _____ Phone _____

Assigned Officer _____ Phone _____

Notes:

Documents sent /to _____ Date _____