



Short Sale Items Required

Seller: _____ SS #: _____
 Seller: _____ SS #: _____
 Property Address: _____ Zip Code: _____
 Home Phone #: _____ Work #: _____ Cell #: _____

Listing Realtor: _____ Company: _____ Cell #: _____
 Selling Realtor: _____ Company: _____ Cell #: _____

Buyer (s): _____

**SELLERS: IN ORDER TO EXPEDITE THE TRANSACTION AND TO PREPARE THE SHORT SALE PACKAGE ,
 PLEASE PROVIDE AS SOON AS POSSIBLE
 ALL DOCUMENTATION MARKED BY X . THANK YOU**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Loan Statements From Each Bank | <input type="checkbox"/> Listing Agreement |
| <input checked="" type="checkbox"/> 1st Mortgage Information (To order Payoff) | <input type="checkbox"/> Purchase Sale Contract / Offer (“AS IS”) |
| <input checked="" type="checkbox"/> 2nd Mortgage Information (To order Payoff) | <input type="checkbox"/> Proof of Deposit Or Cash (If Cash Offer) |
| <input checked="" type="checkbox"/> Pay Stubs (2 Months) / Letter of Explanation | <input type="checkbox"/> Approval or Pre-Qual For The Buyer (s) |
| <input checked="" type="checkbox"/> Tax Returns (Last 2 Years) | <input type="checkbox"/> Short Sale Addendum To Exclusive Right
of Sale Listing Agreement |
| <input checked="" type="checkbox"/> Financials (Questionnaire will be Provided) | <input type="checkbox"/> 2 Actives and 2 Closed Comparables |
| <input checked="" type="checkbox"/> Hardship Letter (Explaining Present Difficulties) | <input type="checkbox"/> Property Information |
| <input checked="" type="checkbox"/> Bank Statements (2 months Checking Savings) | <input type="checkbox"/> List of any Repairs |
| <input checked="" type="checkbox"/> Attorney Information For 1st Mortgage | <input type="checkbox"/> Transaction Broker Notice Addendum |
| <input checked="" type="checkbox"/> Attorney Information For 2nd Mortgage | <input type="checkbox"/> Hold Harmless Agreement |
| <input checked="" type="checkbox"/> Association Information (If Applies) | <input type="checkbox"/> Short Sale Addendum |
| <input checked="" type="checkbox"/> Association Attorney Information (If Applies) | <input type="checkbox"/> Short Sale Addendum to Purchase and Sale Contract |
| <input type="checkbox"/> Bank Authorization to Release Information | <input type="checkbox"/> What is a Short Sale |
| <input type="checkbox"/> Divorce Decree (If Property was Quit Claimed) | <input type="checkbox"/> Pre HUD or Net Sheet |
| <input type="checkbox"/> Corporation Papers (If Applies) | |

Additional Information:

1st Mortgage Balance \$: _____ Present Payment \$: _____ Last Time Mortgage was Paid: _____
 2nd Mortgage Balance \$: _____ Present Payment \$: _____ Last Time Mortgage was Paid: _____
 Annual Insurance Cost \$: _____ Last Time Insurance Policy was Paid: _____
 Annual Real Estate Taxes \$: _____ Last Time Real Estate Taxes were Paid: _____
 Est. Monthly Water Bill \$: _____ Last Time Water Bill was Paid: _____

Comments: _____

Be advised that in order to complete a Short Sale, conditions must be met and must be approved by your current Lender (s).
 As a seller you have the right to consult anyone you'll like or to get legal counsel, We'll work with you to help expedite the process
 but there are not guarantees, other than providing documentation to the subject lenders with the hope of a successful transaction for
 both you and the Lender.
 If you have further questions, Please contact Fernando A. Chinchilla at: 305-978-5601 or E Mail To Fchinchill@aol.com. Thank you