



SHORT SALE DOCUMENT CHECKLIST

Please use the checklist below to organize and collect the documents necessary for most banks in considering a request for a short sale. To ensure efficient handling of your submission, please

SUBMIT ALL DOCUMENTS AT ONCE:

- ☐ Completed Short Sale questionnaire (attached)
- ☐ Completed and signed Third Party Authorization(attached) for each loan on your property indicating your bank name, loan number and filling in the name of your realtor (our firm name is by default on the form).
- ☐ A copy of the most recent mortgage statement (for each loan)
- ☐ Copies of pay stubs for the last two months for all borrowers on the old loan(s)
- ☐ Copies of Checking account statement for the last two months
- ☐ Copies of Tax returns for the last most recently filed tax years.
- ☐ Hardship Letter (roughly one page) explaining the reasons why you are no longer able to abide by the terms of the original loan.

PLEASE DIARY ONCE A MONTH to provide us with updated paystubs, bank statements and re-dated hardship letter, as these documents often “expire” in the minds of the short sale bank. Being proactive and providing these documents before being asked will help provide a successful short sale process.

FROM REALTORS:

- ☐ Listing Agreement (dated and signed). NOTE: If the listing agreement is expiring in the next three months, please provide a freshly dated one.
- ☐ Listing History Printout
- ☐ MLS Page
- ☐ Binder/Purchase Agreement