



Regions Short Sale Documents:

Hardship letter, currently dated and signed.

Regions Financial Worksheet (see website), signed and dated.

Pay stubs showing year-to-date income, or alternative income verification (see website), and/or Profit & Loss Sheet if self-employed

2 most recent months bank statements, all accounts, all pages.

1 most recent year tax return, first 2 pages, signed and dated (can use extension, see website).

Purchase and Sale Agreement

Buyer Prequalification letter

Preliminary HUD1 settlement statement

Letter of Authorization for 3rd party (if you are working with a Realtor or third party)

Please send this checklist along with all other required information to Stara Holmes via email at Stara.Holmes@Regions.com or fax to 601-554-2913 attn: Stara.



Short Sale Information

Customer Name: _____ Loan Number: _____

Property Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Number: (____)-____-____

Secondary Contact Number: (____)-____-____

Employer: _____ Occupation: _____
(If self employed please list what type of business you are in as occupation.)

Are there any second mortgages/liens on the property: _____

If so, who is the mortgage/lien holder: _____

Amount due of second mortgage/lien: _____

Are there any past due Home Owners Association Fees or Taxes due: _____

If so, what is the amount and type: _____

Required Items:

- () Verification of all sources of income (Current Year to Date Pay Stubs)
- () Copies of last two checking and savings account statements
- () First 2 pages of Income Tax return from most recent year (Signed)
- () Hardship Letter
- () Signed authorization to release information to any other party involved in process (attached)
- () Regions Financial worksheet (attached with this letter)
- () Copy of Contract to purchase the property
- () Copy of Preliminary Hud-1 (Showing Regions Net)
- () Pre-Approval Letter from the buyer

Notes:

- Please remember that information will not be available for at least 15 days once complete package has been received by Regions.
- All decisions are made by Default Committee.

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