



Required Information to Process your Short Sale

Included in the Short Sale Package:

- ☐ Client information sheet
- ☐ Explanation of Forms
- ☐ Third Party Authorization
- ☐ Foreclosure Disclaimer
- ☐ Hardship Letter Explaining the Reason for Default
- ☐ Financial Statement

To be Provided by the Borrower:

- ☐ Mortgage Statement
- ☐ 2 Years of Tax Returns AND I.R.S. Form 4506 T
- ☐ 2 Months of Current Bank Statements
- ☐ 2 Months of Pay Stubs OR a 1 year Personal Financial Profit and Loss (if self employed)
- ☐ Lender Information to include (if not included on mortgage statement); Lender Name, Lender Phone Number, Loan Number

To Be Provided by the Listing Agent:

- ☐ Listing Agreement
- ☐ Real Estate Purchase Contract



Explanation of Items Required to Process Your Short Sale

Included in the Short Sale Package:

- **Client Information Sheet** – this form details all necessary and important information about you, the client / borrower. This information is vital to identifying your account when speaking with your lender, and is necessary for processing your short sale.
 - **Borrower Information:** Name, SSN, DOB property address, mailing address, phone number, email address
 - **Lender Information:** Mortgagees, loan numbers, principal balance
 - **Employment Information:** indicates employment status and pay
- **Foreclosure Disclaimer** - this form details to you, our client, the responsibilities of IRA REALTY in relation to the processing of your short sale. It also releases all IRA Realty liability in the event your home does end up going to a foreclosure sale. It is mandatory that you complete this form.
- **Third Party Authorization** - this form is crucial in the short sale process. Without this form, our company and its employees are not able to speak to your lender and negotiate the short sale.
- **Hardship Letter Explaining the Reason for Default** - this form is handwritten by you, the borrower and explains the reason for your hardship. It should always be signed and dated.
- **Financial Statement** - this form is an essential document in the short sale packet and will detail your income and expenses for the lender to review. It is important that this form presents a strong case for your actual hardship. It will play a STRONG role in getting an approval on the short sale. A negative debt to income ratio is actually a good thing in getting approved for a short sale.

Additional items to be provided by borrower:

- Recent Mortgage Statement
- Tax Returns for Past 2 Years
- Past 2 Months of Bank Statements
- Past 2 Months of Pay Stubs



Client Information Sheet

Borrower Name:	Co-Borrower Name:
Last 4 digits of SSN:	Last 4 digits of SSN:
Date of Birth:	Date of Birth:
Property Address:	
City, State, Zip Code:	
Mailing Address:	
City, State, Zip Code:	
Phone:	Phone:
Fax:	Fax:
E-Mail:	E-Mail:

EMPLOYMENT INFORMATION (indicate if self employed)

Borrower 1	Borrower 2
Employer:	Employer:
Business Phone:	Business Phone:
Supervisor Name / Phone:	Supervisor Name / Phone:
Monthly Salary:	Monthly Salary:
Dates of Employment:	Dates of Employment:

FIRST MORTGAGE INFORMATION

SECOND MORTGAGE INFORMATION

Company Name:	Company Name:
Company Phone:	Company Phone:
Loan Number:	Loan Number:
Principle Balance:	Principle Balance:
Date Originated:	Date Originated:
Due Date:	Due Date:
Verified With:	Verified With:

ANY OTHER LIENS?

Please list detailed information on any other liens may held against the property:



FORECLOSURE DISCLAIMER

I understand IRA REALTY is a licensed real estate brokerage and not attorneys or certified public accountants. IRA REALTY advises that I consult these professionals with any specific questions I may have relative to legal and tax issues.

I understand that IRA Realty will make every attempt to successfully market my property in order to save it from foreclosure. In the event of a short sale on my property, I understand that there is no guarantee that my lender will approve a payment for less than the full amount due on the loan.

I understand that there may be tax ramifications associated with saving my property from foreclosure auction, including but not limited to, the issuance of an IRS tax form 1099-C for any short fall of the mortgage debt.

I understand that every effort will be made by IRA Realty to obtain a full payoff/release of my loan, however I realize IRA REALTY cannot guarantee that my lender will accept these terms.

I understand that I am unlikely to receive any cash compensation from this transaction.

I further understand that the listing agent may become the listing agent for the beneficiary/investor or other new owner, if the property goes to foreclosure sale and is sold.

Name

Date

Name

Date



Authorization Form

I _____ (borrower), authorize my real estate agent Joseph H. Mills and Kari Holding (escrow officer), to discuss my request for a Short Sale Payoff with the Lender or Investor who is handling my loan.

I authorize said parties to negotiate the terms of a Short Sale Payoff with my Lender and deliver documents to my Lender in regards to my request for a Short Sale Payoff.

I will be fully responsible for reviewing the information sent to my lender and the terms of any short sale approval letters that may be received.

Lender: _____ Loan Number: _____

Lender: _____ Loan Number: _____

Last 4 of SSN: _____

Borrower's Address: _____ Borrower's Phone: _____

Borrower's Signature: _____

Co-Borrower's Signature: _____



Guidelines for Hardship Letter

Remember to state the following items in your **HAND WRITTEN** hardship letter:

1. **Hardships:** What are your hardships (current and past). For example – unemployed, business failure, car accident, medical problems (personal or family), etc. Go into a little detail about each hardship. The following are the most important messages to get across to the Lender:
 - a) You do not have enough income to make these payments.
 - b) You are leaving the property.
 - c) You don't anticipate being able to catch up on back payments
 - d) If you are current on your payments it is important that the lender sees an eminent default taking place in the future based on your hardship.
2. **Your Assets:** The less assets you have the better.
3. **Signed Exemptions of Documents** (*if applicable*): If you do not have bank statements, pay stubs or tax returns, you will need to explain the reason why you cannot provide these documents (for Example, if you've been unemployed for 3 months you won't have any pay stubs to provide).
4. **Bankruptcy:** Are you on the verge of bankruptcy? If so you may want to mention that you are working to avoid bankruptcy.
5. **Income Property:** If the subject property you are looking to short sale is a rental, mention if you are evicting tenants, have vacancies, unit was trashed by tenants, etc.

Hardship Letter Example

To Whom It May Concern:

I have been unable to make payments on my house, and I am now facing foreclosure. My inability to keep up with the monthly payments is the result of {list hardships}

Over the next 6 months I don't see my situation changing and I am not in a position to continue making my mortgage payments. This was not at all what I intended but I have come to the conclusion that this is my only feasible option.

Your consideration in this matter is sincerely appreciated.

{Signature}

{Printed Name}

{Date}



<input type="checkbox"/> Military Service	<input type="checkbox"/> Business Failure	<input type="checkbox"/> Divorce/Separation
<input type="checkbox"/> Reduced Income	<input type="checkbox"/> Incarceration	<input type="checkbox"/> Death of Spouse
<input type="checkbox"/> Medical Bills	<input type="checkbox"/> Too Much Debt	<input type="checkbox"/> Disability
<input type="checkbox"/> Illness	<input type="checkbox"/> Job Relocation	<input type="checkbox"/> Unemployment
<input type="checkbox"/> Other (Please Specify)		

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Date



Borrower's Financial Statement

Property Address

Is your home listed for sale? Y N Agent Name _____ Agent's Phone #: _____

Borrower Name: _____ **Social Security Number:** _____

Mailing Address: _____

Total Number of People Living at this Address: _____ Number of Dependents at this Address: _____

Home Phone Number: _____ Work Phone Number: _____

Co-Borrower Name: _____ **Social Security Number:** _____

Have You Contacted Credit Counseling Services? Y/N _____ Number of Cars Owned? _____

Monthly Income (Wages): \$ _____ per month **Additional Income (not wages):** \$ _____ per month

*Source of Additional Income _____

*Notice: Alimony, Child Support or Separate Maintenance Income Need Not Be Revealed if the Borrower or Co-Borrower Does Not Choose to Have it Considered

Asset Type	Estimated Value	Liability Type	Payment/Mo.	Balance Due
Primary Residence		Primary Home Mortgage		
Other Real Estate		Other Mortgages / Rent		
Checking Accounts		Auto Loan(s)		
Savings / Money Market		Auto Insurance Expense		
IRA/Keogh Accounts		Gas / Other Auto Expenses		
401K/ESOP Accounts		Education Expenses		
Stocks, Bonds, CD's		Credit Cards		
Other Investment Accounts		Personal Loans(s)		
Other Assets: (list)		Medical Ins/Expenses		
		Electricity		
		Gas Utility Bill		
		Water / Garbage		
		Cable TV / Phone		
		Other (HOA, Mgt Fees)		
Total Asset Value		Total Payments / Balance		

I (We) agree that the financial information provided is an accurate statement of my (our) financial status.

By: _____
Signature of Borrower

Date: _____

By: _____
Signature of Co-Borrower

Date: _____



This form should only be signed if the items indicated are NOT available to provide to your lender

Last 2 Pay Stubs

(I am / We are) unemployed and have no recent Pay-Stubs to provide.

Borrower

Co-Borrower

Last 2 Years' Tax Returns

(I / We) have not filed (my / our) taxes for the past 2 years, and (I / we) failed to file any extensions.

Borrower

Co-Borrower

Last 2 Months' Bank Statements

(I / We) no longer have a checking account, so (I am / we are) unable to provide any Bank Statements.

Borrower

Co-Borrower

Request for Transcript of Tax Return

(Rev. January 2008)

Department of the Treasury
Internal Revenue Service▶ **Do not sign this form unless all applicable lines have been completed.**
Read the instructions on page 2.▶ **Request may be rejected if the form is incomplete, illegible, or any required line was blank at the time of signature.**

OMB No. 1545-1872

Tip: Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. If you need a copy of your return, use **Form 4506**, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return	2b Second social security number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code	
4 Previous address shown on the last return filed if different from line 3	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.	

Caution: DO NOT SIGN this form if a third party requires you to complete Form 4506-T, and lines 6 and 9 are blank.

- 6 Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____
- a Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days ☐
- b Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days ☐
- c Record of Account**, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days ☐
- 7 Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Most requests will be processed within 10 business days ☐
- 8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2006, filed in 2007, will not be available from the IRS until 2008. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days ☐

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

- 9 Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

____/____/____	____/____/____	____/____/____	____/____/____
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Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer.

Sign Here	Signature (see instructions)	Date	Telephone number of taxpayer on line 1a or 2a ()
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature	Date	

General Instructions

Purpose of form. Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different RAVS teams, send your request to the team based on the address of your most recent return.

Note. You can also call 1-800-829-1040 to request a transcript or get more information.

Chart for individual transcripts (Form 1040 series and Form W-2)

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New York, Vermont	RAIVS Team Stop 679 Andover, MA 05501 978-247-9255
Alabama, Delaware, Florida, Georgia, North Carolina, Rhode Island, South Carolina, Virginia	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888 559-456-5876
Arkansas, Connecticut, Illinois, Indiana, Michigan, Missouri, New Jersey, Ohio, Pennsylvania, West Virginia	RAIVS Team Stop 6705-B41 Kansas City, MO 64999 816-292-6102

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
Connecticut, Delaware, District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 60 days of the date signed by the taxpayer or it will be rejected.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

Privacy Act and Paperwork Reduction Act Notice

We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. Sections 6103 and 6109 require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on this page.