



305.663.8999



Specializing in the Sale of Residential & Commercial Real Estate in South Florida

## Short Sale Checklist

### Seller

- \_\_\_\_ Hardship Letter (signed and dated)
- \_\_\_\_ Detailed Financial Statement or Profit & Loss Statement (signed and dated)
- \_\_\_\_ 2 Most Recent Tax Returns
- \_\_\_\_ 2 Most Recent Paystubs
- \_\_\_\_ Proof of Additional Income
- \_\_\_\_ 2 Most Recent Bank Statements

### Buyer

- \_\_\_\_ Pre-Qualification Letter or Proof of Funds
- \_\_\_\_ Fully Executed Purchase and Sale Agreement

### Agent

- \_\_\_\_ MLX Listing
- \_\_\_\_ Letter of Explanation of Value or BPO
- \_\_\_\_ Listing Agreement
- \_\_\_\_ HUD1

Property Address:	
Lender (1 <sup>st</sup> Mortgage):	
Loan #:	
Lender (2 <sup>nd</sup> Mortgage):	
Loan #:	
Association Name:	
Account Number:	
Contact Number:	

Seller acknowledges that as part of the short sale process, the broker, Listing Agent or the Title Company handling the short sale might have to provide 2 of 2 confidential information to the lender holding the before mentioned mortgage(s) and that the lender is not required to pay for certain fees including but not limited to: lien searches, estoppels, utilities, and outstanding association dues. In the event that the lender denies payment of any of these fees, seller agrees to contribute to the sale as a cash contribution at closing upon seller's approval.

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Listing Agent

\_\_\_\_\_  
Date