



HERITAGE TITLE COMPANY

4405 Three Oaks Road • Crystal Lake, Illinois 60014

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Short Sale Checklist

The following items need to be collected and held by the Realtor/Attorney **PRIOR** to receiving an offer:

- ☐ AUTHORIZATION TO RELEASE
- ☐ AUTHORIZATION TO FACILITATE / HOLD HARMLESS AGREEMENT
- ☐ COMPLETED SHORT SALE INFORMATION FORM
- ☐ HARDSHIP LETTER - letter to Lender signed by clients for reason in default
- ☐ FINANCIAL STATEMENT
- ☐ U.S. TAX RETURNS – MOST RECENT 2 YEARS
- ☐ FORM 4506-T
- ☐ LISTING AGREEMENT
- ☐ ADDENDUM TO PURCHASE AGREEMENT
- ☐ FEE AGREEMENT
- ☐ CONTRACT ADDENDUM – as needed

*Specific lender forms are available at <http://www.htc24x7.com>

Once an offer is received collect the documents below and email/send to HTC along with the documents above

- ☐ BANK STATEMENTS – LAST 2 MONTHS MUST be on bank letterhead, NOT an online printout
- ☐ PAY STUBS – FOR THE MOST RECENT 2 MONTHS
- ☐ BUYER FINANCING PRE-APPROVAL / PROOF OF FUNDS
- ☐ CONTRACT OF SALE – fully executed, closing date clearly states 90/120 days minimum
- ☐ MLS COMPARABLES – 3 ACTIVE & 3 CLOSED (only if trying to justify value)
- ☐ MOST RECENT COPY OF ASSOCIATION INVOICE - as needed
- ☐ LISTING HISTORY

Please make sure all the information provided is current and accurate. PDF format is preferred for faster processing.

In cases where the borrower is unable to produce a document (such as paystubs – due to loss of employment), a written statement signed and dated by the borrower(s) may be accepted by the lender and should be forwarded.

PLEASE NOTE: Short Sale packages **MUST** be complete in order to submit to the lender(s).