



## Short Sale Closing Checklist (Non HAFA)

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Date

Owner

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Address

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MLS#

Prepared by

- ☐ Make certain contract is fully executed and accurate
- ☐ Fill in executed date
- ☐ Short Sale Disclosure signed by all parties (Form Q)
- ☐ Send client a fully executed copy and record method \_\_\_\_\_

Make certain package is complete for lender, including everything requested and possibly:

- ☐ Package cover letter (Form Q)
- ☐ Preliminary closing statement
- ☐ Listing agreement
- ☐ MLS print out
- ☐ MLS history
- ☐ Executed contract
- ☐ Buyer pre-approval letter



- ☐ Authorization to release information (Form A)
- ☐ Homeowner financial worksheet (Form F)
- ☐ Hardship Letter (Form N)
- ☐ Bank statements (2 months, all accounts)
- ☐ Pay stubs (2 months)
- ☐ Tax returns (2 years)
- ☐ Property photos (Show true property condition)
- ☐ Market date
- ☐ Fax complete package to lender
- ☐ Mail complete package to lender
- ☐ E-mail / fax / send "What to expect" letter (Co-op broker – CDPE Forms)
- ☐ 72 hours after submission, confirm receipt of package
- ☐ Ask how long process is taking and update all parties
- ☐ Record BPO / appraisal completion date
- ☐ BPO appraiser contact information

Follow up with lender one time per week until approval or counter received and log calls / results in file management system.



Document everything

Call 1 date: \_\_\_\_\_

Call 2 date: \_\_\_\_\_

Call 3 date: \_\_\_\_\_

Call 4 date: \_\_\_\_\_

Call 5 date: \_\_\_\_\_

Call 6 date: \_\_\_\_\_

Call 7 date: \_\_\_\_\_

Call 8 date: \_\_\_\_\_

Call 9 date: \_\_\_\_\_

☐ Once approval is received notify all parties or required closing date

☐ Get approval signed by seller if required by lender

☐ Proceed with standard closing procedure

Please feel free to contact Fox Short Sale Negotiators for additional forms or information |  
(630) 584-9330 - foxshortsale.