



**Seller**  
**Informational Short Sale Packet**

***Compliments of:***  
***Fox Short Sale Negotiators***



## Seller Short Sale Checklist

Please provide the following information at the time of listing. All information needs to be signed and dated by all persons on the loan.

- ☐ ***Authorization to Release Information Form – See attached form***
- ☐ ***Copy of Mortgage Statement or Default Letter with Account # and Lender Information***
- ☐ ***Completed Information Form – See attached form***
- ☐ ***Hardship Letter Signed and Dated – Sample letter attached***
- ☐ ***Financial Worksheet Completed and Signed***
- ☐ ***Federal Tax Returns – Last Two Years***
- ☐ ***Bank Statements***
- ☐ ***Pay Stubs – Last 2 Months***
- ☐ ***Form 4506T – Signed and Dated***
- ☐ ***Homeowners Association Information, if applicable***
- ☐ ***Copy of Driver's License***

If you are unable to produce any of the above listed documents due to loss of employment or no bank account, please provide a written statement signed and dated explaining your reasons for not providing the information requested.



## The Benefits of a Short Sale for the Homeowner

- Typically the lender pays for the costs involved in selling your real estate including real estate commissions, your real estate taxes and your attorney legal fees.
- Your property is sold “as is” so you will not be asked to make repairs by the buyer.
- There is less damage to your credit and you will be able to restore your credit much sooner than if your property would go in to foreclosure.
- Most often the bank will forgive the deficiency balance or the amount of money the bank will lose by allowing you to do a short sale as it is a less severe loss to the lender.
- If your property goes in to foreclosure, it is likely that your lender will get a judgment against you for your unpaid balance including their attorney fees and cost. They can even garnish your wages.
- You will be able to move in a manageable time frame with less impact to your family.

***We will do everything we can to get the bank to accept the short sale, but ultimately the terms of the short sale and whether it will be allowed are up to the lenders who hold your mortgage.***



## Authorization to Release Information

This release will be used for the purpose of facilitating and expediting the transaction contemplated by the undersigned for the property located at \_\_\_\_\_ and will be used to obtain personal and financial information.

The authorized parties listed below shall not be liable and shall be held harmless from and for any claims of loss or damage caused in connection with the use of this authorization.

I hereby authorize William Borman, Daniel Rigby, Kristen Zimmerman, Susan Olson, Lori White, Merrily Veugeler, TJ Stout, Jennifer Beltrame and Judy Cox of Fox Short Sale Negotiators, LLC and/or any designated agent of Fox Short Sale Negotiators, LLC to verify any and all information pertaining to the mortgage or property listed below and any additional financial information pertaining to this property, including homeowner's association, taxes, liens, and any other encumbrances. This notice will also serve to freeze the balance of any line of credit or home equity line at its current balance with no further access to this line. I hereby release any affiliate, employee, agents, and directors from any claims that might arise in connection with this authorization.

### Property:

\_\_\_\_\_  
Address City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Lien Holder: (Please select one)

☐ Financial Institution ☐ Mortgage Insurance Company ☐ Condo/Homeowner Association

\_\_\_\_\_  
1<sup>st</sup> Lien Holder Account Number \_\_\_\_\_

\_\_\_\_\_  
Phone Number Fax Number \_\_\_\_\_

\_\_\_\_\_  
2nd Lien Holder Account Number \_\_\_\_\_

\_\_\_\_\_  
Phone Number Fax Number \_\_\_\_\_

### Authorized By:

\_\_\_\_\_  
Borrower Signature Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Printed Name Date \_\_\_\_\_

\_\_\_\_\_  
Borrower Signature Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Printed Name Date \_\_\_\_\_



## *Sample Hardship Letter*

Date

Name of Lender  
Loss Mitigation Department  
Telephone Number

Loan#                                      Your Property Address

I am writing to request a short pay for my mortgage, loan number \_\_\_\_\_.

Last year I lost my job and have been unable to find any work. (Explain why you have missed mortgage payments).

Example: Job Transfer, Medical Expenses, Adjustable Mortgage, Illness.

The Lender needs to know that it is a hardship for you to remain in your home and that you are unable to sell your home without a loss due to the decline in the housing market.

Please let the lender know whether you are still living in your home and whether or not you are paying the utilities.

Sincerely,

Mr. and Mrs. Seller



## *Sample Hardship Letter*

Date

Name of Lender  
Account Number  
Attn: Loss Mitigation

Property Address

I purchased my home in 2006 and we had enough income at the time to support the mortgage.

In early 2008 my mother was diagnosed with Alzheimer's and needed to be put in a nursing home, which was very expensive. During this time my husband lost his job and has since found a job for considerably less money. We love our home and do not want to lose it but we realize that we cannot afford to keep it.

I make \$35,000 annually and I have exhausted all of my savings, IRA's and my children's college funds. I used to keep my mortgage payments current but now have been unable to pay on a regular basis.

In May 2010, I inquired about partial payments, payment plans, and refinance but was denied on all accounts. In July, I put the house up for sale with (your agent's name and Brokerage Firm) who specializes in pre-foreclosure properties and short sales.

Since the house has been on this market, this is the only offer we have received. Please accept this offer as payment in full.

Sincerely,

Seller



## *Disclosure Statement*

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Mortgage Co.: \_\_\_\_\_ Loan#: \_\_\_\_\_

Name of Mortgage Co.: \_\_\_\_\_ Loan#: \_\_\_\_\_

The undersigned seller (s) are aware that Fox Title Short Sale, LLC has agreed to submit a short sale package on the above referred property address.

The lenders involved in these short sales may not allow certain closing costs to be charged on the settlement statement. In the event this should occur, the seller is aware that any and all fees that the lender removes from the HUD-1 must be paid directly to Fox Title Short Sale, LLC at the time of the closing. All funds must be in a cashier's check. In the event that the file should be cancelled, Fox Title Short Sale, LLC will cancel all fees to the seller.

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## UNIFORM BORROWER ASSISTANCE FORM

If you are experiencing a temporary or long-term hardship and need help, you must complete and submit this form along with other required documentation to be considered for available solutions. On this page, you must disclose information about (1) you and your intentions to either keep or transition out of your home; (2) the property's status; (3) real estate taxes; (4) homeowner's insurance premiums; (5) bankruptcy; (6) your credit counseling agency, and (7) other liens, if any, on your property.

On Page 2, you must disclose information about **all** of your income, expenses and assets. Page 2 also lists the required income documentation that you must submit in support of your request for assistance. Then on Page 3, you must complete the Hardship Affidavit in which you disclose the nature of your hardship. The Hardship Affidavit informs you of the required documentation that you must submit in support of your hardship claim.

**NOTICE:** In addition, when you sign and date this form, you will make important certifications, representations and agreements, including certifying that all of the information in this Borrower Assistance Form is accurate and truthful and any identified hardship has contributed to your submission of this request for mortgage relief.

**REMINDER:** The Borrower Response Package you need to return consists of: (1) this completed, signed and dated Borrower Assistance Form; (2) completed and signed IRS Form 4506T-EZ; (3) required income documentation, and (4) required hardship documentation.

Loan I.D. Number \_\_\_\_\_ (usually found on your monthly mortgage statement)

I want to: ☐ Keep the Property ☐ Sell the Property

The property is currently: ☐ My Primary Residence ☐ A Second Home ☐ An Investment Property

The property is currently: ☐ Owner Occupied ☐ Renter occupied ☐ Vacant

BORROWER		CO-BORROWER	
BORROWER'S NAME		CO-BORROWER'S NAME	
SOCIAL SECURITY NUMBER	DATE OF BIRTH	SOCIAL SECURITY NUMBER	DATE OF BIRTH
HOME PHONE NUMBER WITH AREA CODE		HOME PHONE NUMBER WITH AREA CODE	
CELL OR WORK NUMBER WITH AREA CODE		CELL OR WORK NUMBER WITH AREA CODE	
MAILING ADDRESS			
PROPERTY ADDRESS (IF SAME AS MAILING ADDRESS, JUST WRITE SAME)		EMAIL ADDRESS	
<p>Is the property listed for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the listing date? _____ If property has been listed for sale, have you received an offer on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of offer: _____ Amount of Offer: \$ _____ Agent's Name: _____ Agent's Phone Number: _____ For Sale by Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Have you contacted a credit-counseling agency for help? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the counselor contact information below: Counselor's Name: _____ Agency's Name: _____ Counselor's Phone Number: _____ Counselor's Email Address: _____</p>	
<p>Do you have condominium or homeowner association (HOA) fees? <input type="checkbox"/> Yes <input type="checkbox"/> No Total monthly amount: \$ _____ Name and address that fees are paid to: _____</p>			
<p>Have you filed for bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 13 Filing Date: _____ Has your bankruptcy been discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No Bankruptcy case number: _____</p>			



# UNIFORM BORROWER ASSISTANCE FORM

Monthly Household Income		Monthly Household Expenses/ Debt		Household Assets (associated with the property and/ or borrower(s))	
Monthly Gross wages	\$	First Mortgage Payment	\$	Checking Account(s)	\$
Overtime	\$	Second Mortgage Payment	\$	Checking Account(s)	\$
Child Support / Alimony*	\$	Homeowner's Insurance	\$	Savings / Money Market	\$
Non-taxable social security/ SSDI	\$	Property Taxes	\$	CDs	\$
Taxable SS benefits or other monthly income from annuities or retirement plans	\$	Credit Cards / Installment Loan(s) (total minimum payment per month)	\$	Stocks / Bonds	\$
Tips, commissions, bonus and self-employed income	\$	Alimony, child support payments	\$	Other Cash on Hand	\$
Rents Received	\$	Car Lease Payments	\$	Other Real Estate (estimated value)	\$
Unemployment Income	\$	HOA/ Condo Fees/ Property Maintenance	\$	Other _____	\$
Food Stamps/ Welfare	\$	Mortgage Payments on other properties	\$		\$
Other _____	\$	Other _____	\$		\$
<b>Total (Gross income)</b>	<b>\$</b>	<b>Total Debt/ Expenses</b>	<b>\$</b>	<b>Total Assets</b>	<b>\$</b>

\* Notice: Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered for repaying this loan.

Lien Holder's Name	Balance / Interest Rate	Loan Number

## Required Income Documentation

☐ **Do you earn a wage?**  
For each borrower who is a salaried employee or hourly wage earner, include the most recent pay stub that reflects at least 30 days of year-to-date earnings for each borrower.

☐ **Are you self-employed?**  
For each borrower who receives self-employed income, include a complete, signed individual federal income tax return and, as applicable, the business tax return; AND either the most recent signed and dated quarterly or year-to-date profit/loss statement that reflects activity for the most recent three months; OR copies of bank statements for the business account for the last two months evidencing continuation of business activity.

☐ **Do you have any additional sources of income?** Provide for each borrower as applicable:

**"Other Earned Income" such as bonuses, commissions, housing allowance, tips, or overtime:**

☐ Reliable third-party documentation describing the amount and nature of the income (e.g., employment contract or printouts documenting tip income).

**Social Security, disability or death benefits, pension, public assistance, or adoption assistance:**

☐ Documentation showing the amount and frequency of the benefits, such as letters, exhibits, disability policy or benefits statement from the provider, and

☐ Documentation showing the receipt of payment, such as copies of the two most recent bank statements showing deposit amounts.

**Rental income:**

☐ Copy of the most recent filed federal tax return with all schedules, including Schedule E—Supplement Income and Loss. Rental income for qualifying purposes will be 75% of the gross rent reduced by the monthly debt service on the property, if applicable; or

☐ If rental income is not reported on Schedule E—Supplemental Income and Loss, provide a copy of the current lease agreement with either bank statements or cancelled rent checks demonstrating receipt of rent.

**Investment income:**

☐ Copies of the two most recent investment statements or bank statements supporting receipt of this income.

**Alimony, child support, or separation maintenance payments as qualifying income:\***

☐ Copy of divorce decree, separation agreement, or other written legal agreement filed with a court, or court decree that states the amount of the alimony, child support, or separation maintenance payments and the period of time over which the payments will be received, and

☐ Copies of your two most recent bank statements or other third-party documents showing receipt of payment.

**\* Notice: Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered for repaying this loan.**

**HARDSHIP AFFIDAVIT**

**(provide a written explanation with this request describing the specific nature of your hardship)**

I am requesting review of my current financial situation to determine whether I qualify for temporary or permanent mortgage relief options.

Date Hardship Began is: \_\_\_\_\_

I believe that my situation is:

- ☐ Short-term (under 6 months)  
☐ Medium-term (6 – 12 months)  
☐ Long-term or Permanent Hardship (greater than 12 months)

**I am having difficulty making my monthly payment because of reasons set forth below:**

*(Please check all that apply and submit required documentation demonstrating your hardship)*

<b>If Your Hardship is:</b>	<b>Then the Required Hardship Documentation is:</b>
<input type="checkbox"/> Unemployment	<input type="checkbox"/> No hardship documentation required
<input type="checkbox"/> Underemployment	<input type="checkbox"/> No hardship documentation required, as long as you have submitted the income documentation that supports the income described in the Required Income Documentation section above
<input type="checkbox"/> Income reduction (e.g., elimination of overtime, reduction in regular working hours, or a reduction in base pay)	<input type="checkbox"/> No hardship documentation required, as long as you have submitted the income documentation that supports the income described in the Required Income Documentation section above
<input type="checkbox"/> Divorce or legal separation; Separation of Borrowers unrelated by marriage, civil union or similar domestic partnership under applicable law	<input type="checkbox"/> Divorce decree signed by the court; OR <input type="checkbox"/> Separation agreement signed by the court; OR <input type="checkbox"/> Current credit report evidencing divorce, separation, or non-occupying borrower has a different address; OR <input type="checkbox"/> Recorded quitclaim deed evidencing that the non-occupying Borrower or co-Borrower has relinquished all rights to the property
<input type="checkbox"/> Death of a borrower or death of either the primary or secondary wage earner in the household	<input type="checkbox"/> Death certificate; OR <input type="checkbox"/> Obituary or newspaper article reporting the death
<input type="checkbox"/> Long-term or permanent disability; Serious illness of a borrower/co-borrower or dependent family member	<input type="checkbox"/> Doctor's certificate of illness or disability; OR <input type="checkbox"/> Medical bills; OR <input type="checkbox"/> Proof of monthly insurance benefits or government assistance (if applicable)
<input type="checkbox"/> Disaster (natural or man-made) adversely impacting the property or Borrower's place of employment	<input type="checkbox"/> Insurance claim; OR <input type="checkbox"/> Federal Emergency Management Agency grant or Small Business Administration loan; OR <input type="checkbox"/> Borrower or Employer property located in a federally declared disaster area
<input type="checkbox"/> Distant employment transfer	<input type="checkbox"/> No hardship documentation required
<input type="checkbox"/> Business Failure	<input type="checkbox"/> Tax return from the previous year (including all schedules) AND <input type="checkbox"/> Proof of business failure supported by one of the following: <ul style="list-style-type: none"> <li>• Bankruptcy filing for the business; or</li> <li>• Two months recent bank statements for the business account evidencing cessation of business activity; or</li> <li>• Most recent signed and dated quarterly or year-to-date profit and loss statement</li> </ul>

**Borrower/ Co-Borrower Acknowledgement and Agreement**

1. I certify that all of the information in this Borrower Assistance Form is truthful and the hardship(s) identified above has contributed to submission of this request for mortgage relief.
2. I understand and acknowledge that the Servicer, owner or guarantor of my mortgage, or their agent(s) may investigate the accuracy of my statements, may require me to provide additional supporting documentation, and that knowingly submitting false information may violate Federal and other applicable law.
3. I understand the Servicer will obtain a current credit report on all borrowers obligated on the Note.
4. I understand that if I have intentionally defaulted on my existing mortgage, engaged in fraud or misrepresented any fact(s) in connection with this request for mortgage relief or if I do not provide all required documentation, the Servicer may cancel any mortgage relief granted and may pursue foreclosure on my home and/or pursue any available legal remedies.
5. I certify that my property has not received a condemnation notice.
6. I certify that I am willing to provide all requested documents and to respond to all Servicer communications in a timely manner. I understand that time is of the essence.
7. I understand that the Servicer will use this information to evaluate my eligibility for available relief options and foreclosure alternatives, but the Servicer is not obligated to offer me assistance based solely on the representations in this document or other documentation submitted in connection with my request.
8. If I am eligible for a trial period plan, repayment plan, or forbearance plan, and I accept and agree to all terms of such plan, I also agree that the terms of this Acknowledgment and Agreement are incorporated into such plan by reference as if set forth in such plan in full. My first timely payment following my Servicer's determination and notification of my eligibility or prequalification for a trial period plan, repayment plan, or forbearance plan (when applicable) will serve as acceptance of the terms set forth in the notice sent to me that sets forth the terms and conditions of the trial period plan, repayment plan, or forbearance plan.
9. I agree that when the Servicer accepts and posts a payment during the term of any repayment plan, trial period plan, or forbearance plan it will be without prejudice to, and will not be deemed a waiver of, the acceleration of my loan or foreclosure action and related activities and shall not constitute a cure of my default under my loan unless such payments are sufficient to completely cure my entire default under my loan.
10. I agree that any prior waiver as to my payment of escrow items to the Servicer in connection with my loan has been revoked.
11. If I qualify for and enter into a repayment plan, forbearance plan, and trial period plan, I agree to the establishment of an escrow account and the payment of escrow items if an escrow account never existed on my loan.
12. I understand that the Servicer will collect and record personal information that I submit in this Borrower Response Package and during the evaluation process, including, but not limited to, my name, address, telephone number, social security number, credit score, income, payment history, and information about my account balances and activity. I understand and consent to the Servicer's disclosure of my personal information and the terms of any relief or foreclosure alternative that I receive to any investor, insurer, guarantor, or servicer that owns, insures, guarantees, or services my first lien or subordinate lien (if applicable) mortgage loan(s) or to any HUD-certified housing counselor.
13. If I am eligible for foreclosure prevention relief under the federal Making Home Affordable Program, I understand and consent to the disclosure of my personal information and the terms of any Making Home Affordable Agreement by the Servicer to (a) the U.S. Department of the Treasury, (b) Fannie Mae and Freddie Mac in connection with their responsibilities under the Homeowner Affordability and Stability Plan, and (c) companies that perform support services in conjunction with Making Home Affordable.
14. I consent to being contacted concerning this request for mortgage assistance at any cellular or mobile telephone number I have provided to the Lender. This includes text messages and telephone calls to my cellular or mobile telephone.

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower Signature

\_\_\_\_\_  
Date



## *Authorization to Negotiate Short Sale and Hold Harmless Agreement*

**The undersigned, hereafter referred to as Seller(s), hereby authorizes Fox Title Short Sale, LLC to negotiate on behalf of Seller(s) for the purpose of obtaining the consent from the Seller's mortgagee to permit a "Short Sale" of the Real Estate commonly known**

**as \_\_\_\_\_.**

The Seller(s) hereby authorizes any Financial Services Company, Real Estate Agency, Lender, Credit Reporting Agency, Employer, Investor or other person or entity with knowledge of Seller(s) financial status/history, upon receipt of a copy of this instrument, to disclose any and all information concerning sellers(s) mortgage(s) loan, financial obligations and all other credit information to Fox Title Short Sale, LLC. All such information so obtained shall be held confidential by Fox Title Short Sale, LLC and its designated agents and employees. This information shall be used only for the purpose of "short sale" negotiations and the underlying lien holders. Any decision Fox Title Short Sale, LLC regarding the disclosure of such confidential information for the purpose of short sale negotiations shall be binding on the Seller(s) and no claim of any breach of confidentiality shall exist except upon conclusive proof of malicious conduct by Fox Title Short Sale, LLC and its designated agents and employees. For all purposes herein, listing and selling agents, brokers and the short sale buyer shall also be included within the scope of persons authorized to receive such confidential information. Fox Title Short Sale, LLC shall have no obligations to police the subsequent dissemination of such confidential information so long as disclosure to the initial recipients is proper. Consequently, Fox Title Short Sale, LLC shall have no liability whatsoever to Seller(s) in the event that such confidential information is later improperly published or disclosed by any such initial recipient.

Seller(s) further agrees to indemnify and hold Fox Title Short Sale, LLC harmless including all litigation expenses and attorney fees for any liability to any third party arising from its role as negotiator herein. Seller(s) represents and warrants the accuracy and completeness of all financial information whether conveyed directly by Seller(s) or delivered Fox Title Short Sale, LLC pursuant to this authorization. Disclosed to Fox Title Short Sale, LLC so that Fox Title Short Sale, LLC shall be conducted in Reliance upon the express and implied completeness and accuracy of financial information received by Fox Title Short Sale, LLC from or through Seller(s). Fox Title Short Sale, LLC has no obligation to independently investigate the completeness or accuracy of such financial information.

Any financial implications arising out of or resulting from and "Short Sale" or lack thereof negotiated by Fox Title Short Sale, LLC including but not limited to tax liability for relief of debt, risk of deficiency judgments, impact or credit score or any other financial consequences are the sole responsibility of the Seller(s) and should be discussed in advance with a tax professional and/or attorney. Fox Title Short Sale, LLC makes no representation or warranties regarding such financial implication and Seller(s) agree to indemnify and hold Fox Title Short Sale, LLC harmless (including any litigation expenses and attorney fees) from any and all adverse financial consequences, whether by lien, deficiency judgment, tax consequences or otherwise, allegedly imputed to Fox Title Short Sale, LLC as a result of any negotiations and short sale contemplated herein.

Seller(s) acknowledges the solemnity of this instrument and that the decision whether to seek legal counsel tax advisor to fully understand the consequences of this undertaking is solely within the discretion of Seller(s). Fox Title Short Sale, LLC has made no representations regarding the legal importance of this instrument or otherwise attempted to act as Seller(s) legal advisor.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

# Request for Transcript of Tax Return

OMB No. 1545-1872

Department of the Treasury  
Internal Revenue Service

► Request may be rejected if the form is incomplete or illegible.

**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.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return or employer identification number (see instructions)
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number if joint tax return
<b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code	
<b>4</b> Previous address shown on the last return filed if different from line 3	
<b>5</b> 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.** If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

**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. A tax return transcript does not reflect changes made to the account after the return is processed. 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. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. 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 2007, filed in 2008, will not be available from the IRS until 2009. 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.

**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. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of signature date.

Telephone number of taxpayer on line 1a or 2a

**Sign Here**

Signature (see instructions)

Date

Title (if line 1a above is a corporation, partnership, estate, or trust)

Spouse's signature

Date



## FTC MARS Disclosure for Consumer-Specific Commercial Communication

### IMPORTANT GOVERNMENT NOTICE:

You may stop doing business with us at any time. You may accept or reject the offer of mortgage assistance we obtain from your lender (or servicer). If you reject the offer, you do not have to pay us. If you accept the offer, you will have to pay us \$995.00 for our services.

Fox Short Sale Negotiators LLC is not associated with the government and our service is not approved by the government or your lender. Even if you accept this offer and use our service your lender may not agree to change your loan.

If you stop paying your mortgage you could lose your home and damage your credit rating.

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Property Address

---

Seller

Date

---

Seller

Date

---

Name of Brokerage

Date

---

Name of Broker

Date