



Documentation Requirements for Short Sales

Dear Homeowner:

In order to process an application for short sale, a number of real estate and financial forms will need to be provided to the lender.

Initial Real Estate Forms

We will need the following real estate forms to get started:

1. Real Estate Agency Relationship Disclosure
2. Standard Residential Listing Agreement
3. Short Sale Listing Addendum
4. Seller's Advisory
5. Authorization to Receive and Convey Information

You will also be given a package of seller disclosure forms to complete and sign. Please have these ready for your next appointment.

Financial Forms

The lender will require a variety of financial documents to approve a short sale. Please assemble the following documents for your next appointment:

- Hardship Letter - Written explanation of your financial hardship
- Completed and signed personal financial statement
- Copy of last 2 pay stubs (profit and loss statement if self-employed)
- Copy of last 2 years tax returns and W-2s
- Copy of last 2 months bank statements
- Copy of current mortgage statement(s)
- Copy of current tax bill
- Copy of current HOA bill (if applicable)
- Copy of any current or upcoming general liens, tax liens, or judgments

Listing Requirements and Real Estate Disclosures

- Digital pictures of the house to be taken for property flyers and MLS listing
- Homeowner to provide front door key for lockbox purposes.
- Provide all required financial forms
- Provide all required real estate seller disclosures forms

Next Appointment: _____