

Short Sale Package Checklist

To: BANK NAME
Att: Loss Mitigation

Date:
Reference: Short Sale Package
Property:
Loan #:
Owner(s):

Dear NAME OF REP:

Thank you for your interest in working with _____. We are very interested in purchasing the above-mentioned property. Enclosed are the documents needed for completing this transaction.

Documents Enclosed

Short Sale Documents

- ___ Personal hardship letter
- ___ Release of Information Letter, also known as 3rd Party Disclosure Letter
- ___ Completed financial statement worksheet
- ___ Last (2) years of Federal Income Tax Returns
- ___ Last (2) years of W2
- ___ Last (2) payroll stubs.
- ___ Last (2) Bank statements
- ___ Copy of Sales Contract
- ___ HUD 1 estimated closing cost
- ___ Bankruptcy letter
- ___ Modification Borrower Information / Verification

Supplemental Documents

- ___ Offer proposal statement. Explains the reasoning for pricing the property.
- ___ Property photographic report
- ___ Construction repair estimate
- ___ Property comparables
- ___ Insurance claim
- ___ Proof of funding
- ___ Notice of Violations letter from local jurisdiction.

All the material that your lending institution requires is enclosed. In addition there is supplemental material we believe will be helpful for you to make a decision. Let us know if you need anything else.

Sincerely,