

# SHORT SALE CHECKLIST

## Forms Needed To Be Signed and/or Notarized By Seller

- Authorization to Release Lending Information*
- Understanding the Short Sale Process*
- Short Sale Master Agreement*
- Option Contract for Sale and Purchase*
- Notice/Affidavit of Contract for Sale and Purchase*
- Disclosure Regarding Real Estate Transaction*
- Affidavit*
- Limited POA (Power of Attorney)*
- Short Fall Balance*
- Financial Worksheet*
- What is a Short Sale*

## Items Collected From Seller Before We Begin Negotiations

- Hardship Letter*
- Copies of 2 most recent Pay Stubs*
- Copies of 2 most recent Bank Statements*
- Copy of 2 most recent IRS Tax Returns*
- Copy of Property Tax Bill*
- Seller's Monthly Loan Statement from each bank*
- Copy of Driver's License*
- Keys to the house*