

## Short Sale Check List

- 2 Years Tax Return from all borrowers (1040).
- 2 Years W-2's from all borrowers.
- Months Bank Statements from all Borrowers, ALL ACCOUNTS
- 2 Months Pay Stubs
- Complete attached financial statement for all borrowers
- Letter of Authorization from all borrowers
- Short Sale Assistance and Understanding signed by all borrowers.
- Letter of Hardship-
  - This letter is to be written, dated, and signed by all borrowers.
  - Explains the reason behind the current financial situation.
- Listing Agreement.
- Copy of Mortgage statements

<u>DATE</u>	<u>BANK NAME/#</u>	<u>REP. NAME</u>	<u>COMMENTS</u>	<u>FAX/PHONE</u>