

The Short Sale Submission Package Checklist

- Cover Letter and List of Items Included
- Hardship Letter signed by Seller(s)
- Financial Disclosure Information.
- Last 2 Bank Statements
- 2 Years Tax Returns with W2's and 1099's
- Recent Pay Stubs
- Letter of Authorization for third party approval
- Broker Listing Agreement on Subject Property
- MLS Market Analysis – depicting Days on Market
- Sale Contract – fully executed.
- Competitive Market Analysis with adjustments and Regression Analysis
- Neighborhood and regional Foreclosure Statistics
- Proposed HUD-1 or detailed closing cost estimate
- Breakdown of all Costs
- Home Inspection with Photo Pages
- Other Liens or notice of Violations (Federal/State/Local)