



Required Forms, Authorizations & Copies for a Short Sale

Initial Procedure:

1. In the following order the RE Agent should submit:

- Signed *APS* Short Sale Resolution Fee Agreement
- Signed *APS* Authorization Form
- Property Listing Agreement and Short Sale Listing Addendum
- Any Additional MLS or RE forms deemed necessary (Must provide MLS Printout)
- Foreclosure Disclaimer and a Legal and Tax Aspects form signed by the Seller
- Signed *APS* Short Sale Cancellation Notice

2. With the Listing Agreement, please provide the following:

- Copy of the Sellers Most Recent Payment Statement, front and back for *all mortgages*
- Seller's Cancellation Check to Approved Processing Services

3. Upon a written offer on the property please provide the following w/in the 24Hrs

- Fully Executed Purchase Agreement (cannot be subject to any contingencies)
- Copy of HARD approval letter from Buyer's proposed lender
- Copy of verification of a down payment and Proof of Funds
- Deposit Check

4. From the Seller please provide the following (only for person{s} on the loan):

- Last two (2) years Tax Returns & W-2's (please make sure Tax Returns are signed by Seller)

- Last two (2) Months Bank Statements (please make sure they include all pages, front and back)
- Last two (2) Pay Stubs. If paid weekly, please provide last four (4) Pay Stubs
- Financial Statement (filed out by hand; signed by all borrowers)
- Hardship Letter (signed & dated) as to why Seller cannot make the payments
- Signed Payoff Request Form
- Seller's Profit & Loss Stmt (completed when Seller is Self-Employed or Un-Employed)

5. From the RE Agent

- Seller's Net Sheet
- Estimated Closing Sheet/HUD-1 (please request from Preferred Escrow: Parkfield Escrow)

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