

Premiere Home Realty

We have a passion for Real Estate.
Short Sale Items from Seller/Borrower

Please find the following items to formally request a short-sale of the property:

property address

- Letter of authorization to speak about your account with your mortgage company (attached).
- Information page with: Borrower name, property address, borrower current address (if different), all phone numbers, emails and fax numbers, mortgage account number and social security numbers.
- Letter of Hardship (of owner/borrower) *hand written is OK* .
- Personal Financial Statement (List of bills/debts including home AND List of income) *hand written is OK*.
- * Pay check stubs (last 3).
- Completed and signed IRS Form 4506-T Request for Tax Return - requesting the past two years ATTACHED
- 1040 Tax Returns (last 2 years).
- * Bank Statements (all accounts/last 3 months).
- ✓ Copy of Listing Agreement.
- ✓ Copy of Sellers Disclosure.
- Any offers existing.
(* if not available please hand write note stating they do not exist and why)

To: _____
Mortgage company

From: _____

Property Address: _____

Social Security Number: _____

RE:

Please accept this letter as authorization for

Anthony "Tony" Barker of Premiere Home Realty Inc. and Ashlie Mueller of First

American Title to represent me in negotiations with

concerning loan # _____

If you have any questions or concerns, please feel free to contact me.

Thank you,

Signature

Date

Contact Phone number: _____

cc: Anthony Barker, Premiere Home Realty Inc
Ashlie Mueller, First American Title

Seller/Borrower Questionnaire:

This information will help me and others help you.

- Are you current on your payments?
- Why do you want to short sale?

- Would you prefer to keep the property? If so, have you tried a loan modification or some other type of workout?
- Do you have a hardship? *Please summarize here (common hardships are job loss, divorce, illness). Most mortgage holders will require you write a hardship letter. I will assist you with that if you so desire.*
- Are you current on HOA fees?
- Are you current on property taxes (*if no, how far back are you*)?

- Are you current on your water bill?
- Are you current on your power bill?
- Are you current on your gas bill?
- Are you living in the property?
- If so, do you have a place to go once it sells?
- Does anyone who's named on the title have any liens or judgments (*please list*)?

- If your lender requires some funds from you in order to release their lien, do you have any funds to contribute?
- If your lender requires you to sign a promissory note in order to release their lien, are you willing to consider doing that?
- Is there any other information you would like to share that may be important for us to know to help you with this sale?