



SHORT SALE CHECKLIST

To begin negotiating a short sale with the mortgage lender, we will need the following informational documents:

From the Seller:

- Signed Authorization Letter
- Seller's Financial Statement (we supply form)
- Typed Hardship Letter signed by Seller (we supply format)
- Two Most Recent Pay Stubs
- Two Most Recent Bank Statements
- Two Most Recent Federal Income Tax Returns and W-2 Forms
- Copy of Most Recent Mortgage Statement (for all mortgages)

From the Realtor:

- Listing Agreement
- CMA (Comparative Mkt. Analysis) incl. current listed & sold local properties
- Signed Agreement of Sale (Our office will assist with sample)
- Pre-Approval Letter from Buyer's Lender
- Home Inspection or Estimates for Repairs and photographs (if necessary to prove disrepair)
- Copy of MLS Printout
- Transaction Data Form completed (we supply form)

Law Office will order/prepare:

- Title Report
- Mortgage and Lien Payoff Letter(s)
- Preliminary HUD settlement statement

Once all of the above information is collected and organized, the entire package will be submitted to the Seller's Lender(s) for short sale consideration. We look forward to working with you or your staff in this matter. If you have any questions or issues, my staff and I are most accessible via email and should respond within 24 hours on most occasions.

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