

# SHORT SALE PACKAGE

## DOCUMENTS NEEDED FROM SELLER

\_\_\_ Retainer Agreement

\_\_\_ Third Party Authorization(s)

\_\_\_ Seller / Mortgage / HOA Information Sheet

\_\_\_ Copy of Recent Monthly Statement / Each Mortgage

\_\_\_ Completed 4506T Form

\_\_\_ Request for Mortgage Assistance (RMA) and/or UBAF 710 form

\_\_\_ Uniform Borrower's Monthly Expenses

\_\_\_ Hardship Letter

- Explain what happened to you since obtaining the mortgage that caused you to be unable to keep the property. Include any job loss, income loss, or increased expenses preventing you from being able to continue to make the mortgage payment. Reference mtg amount and current property value.
- Letter can be typed or handwritten, but must be dated and hand-signed.

\_\_\_ Bank Statements

- Provide copies of three most recent months of bank statements, all pages, all accounts.
- Actual bank statement copies required, online transaction summary is not acceptable to lender.
- Include statements from any and all retirement accounts.

\_\_\_ Proof of Income

- If employed, provide copies of most recent 60 days of pay stubs.
- If self-employed, provide profit and loss statement for most recent six months.
- If unemployed, provide either copy of unemployment benefit verification or signed and dated written statement that you are unemployed and receive no unemployment benefits. Provide copy of social security benefit,s if applicable.

\_\_\_ Federal Income Tax Returns

- Two most recent years. Include all schedules. Page two of form 1040 must dated and hand-signed.

\_\_\_ Lender specific short sale forms

- Some lenders have additional forms that are either included here or may be requested at a later time.