



### List of Items Required

Here is a list of items required to start a short sale. If there are additional borrowers, they too will need to provide a similar set of documents.

Default and default-prevention situations are always time sensitive! In order to succeed it is very important that these items, and any others which may be required throughout the process, are assembled and forwarded to us quickly.

- Letter/s of Authorization (One for each lender)
- Letter(s) of Hardship
- Financial Statement - 1<sup>st</sup> Lien Holder
- Financial Statement – 2<sup>nd</sup> Lien Holder
- Bank Statements (last 2 months)
- Mortgage statement(s) from every lender
- Last 2 pay stubs if employed
- Last 2 months P&L if self-employed.
- Tax Returns (last 2 years)
- Notice/s of Default (NOD's)      Date: \_\_\_\_\_
- Notice of Trustee Sale              Date: \_\_\_\_\_

In order for us to be able to speak with the lender, the letter(s) of Authorization is/are needed. If there is/are more than one lender, a separate Authorization should be completed for each lender (by each borrower). ***These should be returned to us immediately, Time is of the essence!***

If you are aware of any repairs your property needs, please include a list of those with the other documents you submit to us.

Should you have any questions or need assistance or guidance in preparing any of the above listed items, please contact our office.

Thanks