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## Short Sale Package

This package includes instructions and forms to be used with your short sale application. In order to best serve your needs, we ask that you complete the entire package to the best of your ability before returning it. Most banks will not consider a short sale without the proper paperwork. We will submit this package to your lender in order to expedite your short sale process. If you have any questions, please contact us.

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**Audrey Forshey**

**Meyer Leibovitch**

RE/MAX Realty Group

6 Montgomery Village Ave. #200

Gaithersburg, MD 20879

301-258-7757

# Letter of Authorization

Client:

Loan account #/s:

Property Address:

City, State, Zip:

Date:

To Whom It May Concern:

I hereby authorize Mike Hollman of the law firm Hirschel, Savitz, Parker & Hollman and Audrey Forshey and Meyer Leibovitch of RE/MAX Realty Group and [www.reosandshortsales.com](http://www.reosandshortsales.com) to discuss, on my behalf, any and all pertinent information regarding the details of my mortgage/s on the above referenced property and loan account numbers.

Thank you for your cooperation.

Sincerely,

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Client Signature

Date

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Client Phone Number

# Income, Expenses and Assets

Name:

Property Address:

City, State, Zip:

Mortgage Account Number:

Annual Gross Income:

Net Monthly Income:

Monthly Expense	Amount
Mortgage	
Car Payment	
Child Care	
Electric	
Gas (Home)	
Water	
Tuition	
Medical	
Food	
Entertainment	
Auto Fuel	
Credit Cards (Monthly)	
Personal	
Alimony	
School Loans	
Insurance	
Other	
Total	
Net Monthly Income minus total monthly expenses	

Assets	Value
Checking	
Savings	
401k or Retirement	
Stocks, Bonds	
Insurance	
Total	

Debt	Total Owed
Credit Cards	
Car Note	
Student Loans	
Unsecured Loans	
Medical	
Other	
Total	

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## Letter of Hardship Instructions

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A **Letter of Hardship** is an explanation to the bank describing your current personal and financial situation and all of the reasons why you are no longer able to meet your mortgage obligation. Examples of hardship in the past have included: death in the family, divorce, illness, loss of employment, birth of a child, or any other act of God that has affected your ability to pay. Please try to use one total page for your letter. Please sign the letter at the bottom.

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## Required Documentation

Please supply as much of the information listed below with your short sale application. Most banks will not consider your application until all of the documentation is complete.

1. W-2 forms — or business tax return forms if you're self-employed — for the last two years for every person on the mortgage
2. Copies of at least the last two pays stub for each person
3. Account numbers of all your credit cards and the amounts for any outstanding balances
4. Copies of two months of bank or credit union statements for both checking and savings
5. Lender, loan number, and amount owed on other installment loans, such as student loans and car loans
6. Copies of brokerage account statements for two to four months, as well as a list of any other major assets of value, such as a boat, RV, or stocks or bonds not held in a brokerage account
7. Copies of your most recent 401(k) or other retirement account statement
8. Copies of personal tax forms for the last two years

## Property Estimated Repair Costs

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Repair	Description	Estimated Cost
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Repair	Description	Estimated Cost
Exterior Paint		
Roof		
Windows		
Glass		
Landscaping		
Fence		
Shed		
Driveway		
Interior Paint		
Carpet		
Appliances		
Heat		
Air Conditioner		
Floors		
Bathrooms		
Plumbing		
Electrical		
Lighting		
Other		
Other		
Total Cost		