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Address

Name on Loan:

Phone:

Short Sale Documentation Checklist

This information will ALL be required for submission to your lender as a part of my Short Sale Proposal Package. Lenders do not consider incomplete packages for short sale approval so it is imperative that I get copies of everything.

- Three most recent bank statements for all checking accounts.
- Three most recent bank statements for all savings accounts.
- W-2's from the past two years for all parties on loan.
- Income Tax Returns for past two years for all parties on loan.
- Past three paycheck stubs for all parties on loan.
- Certified income statements from your CPA for Self Employed only.
- Copies of all household bills for all parties on the loan for previous two months. This may include, but are not limited to the following:

- Automobile Loans
- Alimony Payments (Provide copy of divorce decree)
- Child Support (Provide copy of divorce decree)
- Child Care Expenses
- Copies of all credit card statements
- Nevada Power Bills
- Southwest Gas Bills
- Water District/Sewer/Trash Bills
- Home Telephone Bills
- Cellular Phone Bills
- Cable/Satellite Dish Bills
- Automobile Insurance Bills
- Health Insurance Bills
- Life Insurance Bills
- Doctor Bills
- Hospital Bills
- Dentist Bills
- Pharmaceutical Bills
- Food and Groceries
- School Lunches

- Automobile Gas Bills
- Student Loans
- Any other Loans_____
- Any other Bills_____

1st Draft of Financial Hardship Letter: This letter describes in a persuasive manner yet very succinctly why the homeowner was/is unable to meet his/her loan obligations. This can only be written by the borrower. I can advise, but it must be written by you the borrower.

- I need the rough/1st draft to review and advise.
- Supporting documentation to be supplied could include:

- Doctor Bills
- Hospital Bills
- Home Repairs Bills
- Un-employment documentation
- Incarceration Documentation
- Death Certificate
- Divorce Decree
- Other Documentation which demonstrate your case for hardship

- Most Recent Property Tax Statement and proof of last payment
- Homeowners Insurance Proof
- Homeowners Association Information & Statement of Account
- Information on any known liens against the property
- Statements for First and Second loans secured against the property

I also need the names and phone numbers of any Loss Mitigation people you have spoken to about your desire for a short sale.