

The documentation below will be required by all lenders

1. Complete the authorization to speak with the bank (Below)
2. Copies of the most recent mortgage statements for each loan, if you have a more than one note on the property.
3. Last 2 years tax returns, 1040's only (if not available, must provide a waiver (Sample Below)
4. Last 3 paycheck stubs or YTD P&L for self employed persons (if not available, due to such things as loss of job, must provide a Waiver – Sample Below)
5. Last 3 bank statements (if not available, must provide a waiver – Sample Below)
6. Budget
7. Hardship letter. Keep short, 4 or 5 sentences, stating something like

“I can no longer afford to make my payments because\_\_\_\_\_.

I am sorry, but I believe that a short sale for this property is the only possible way I can proceed.

## **Borrower's Authorization**

RE: Loan Number \_\_\_\_\_

Lender \_\_\_\_\_

I \_\_\_\_\_ hereby authorize  
Suzanne LeRose, Keller Williams Integrity First Realty, to obtain information and  
negotiate on my behalf, in connection with my loan account referenced above on the  
property located at \_\_\_\_\_

Sincerely,

\_\_\_\_\_

Date: \_\_\_\_\_

**Documentation Waiver Request**

RE: Loan No. \_\_\_\_\_

Lender: \_\_\_\_\_

I am unable to provide copies of \_\_\_\_\_

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

## Short Sale Package Submission

To: \_\_\_\_\_

Fax: \_\_\_\_\_

RE: Loan No. \_\_\_\_\_

Borrower(s) \_\_\_\_\_

\_\_\_\_\_

Property Address \_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_:

Attached please find the following documents pertaining to a short sale request made on behalf of the referenced borrowers. Borrower's authorization has previously been forwarded to you.

- |   |   |
|---|---|
| _____ Copy of Purchase Offer                                |   |
| _____ Copy of Estimated HUD I settlement statement          |   |
| _____ Hardship letter                                       |   |
| _____ Copy of Borrower's Authorization submitted separately |   |
| _____ Last 2 tax years' tax returns                         | _____ Request for Waiver of tax returns     |
| _____ Last 3 month's bank statements                        | _____ Request for Waiver of bank statements |
| _____ Last 3 paystubs for each                              | _____ Request for Waiver of pay stubs       |
| _____ YTD P&L / Self employed                               | _____ Request for waiver of P&L             |
| _____ Borrower's budget                                     |   |
| _____ Copy of Listing Agreement                             |   |