

Litton Loan Servicing

Requirements from Borrower:

3rd Party Authorization (attached)

Hardship letter (attached or typed)

Mortgage Statement for all loans

HOA info on Short Sale Information Summary attached)

Borrower must call in 800-999-8501 ext 8540 to give verbal financials

Requirements from Agent:

Listing Agreement

Fully Executed Purchase Agreement

Buyers PreQual or Proof of Funds

Completed Short Sale Information Summary Form (attached)

Please forward them to

Keller Williams Realty-Gabriela Hanson

7065 Indiana Ave, Ste 200

Riverside, CA 92506

Email to gabby@shortsaleprocessor.org

Fax to 951-346-0492 Attn: Gabby

Thank You for your cooperation



Gabriela Hanson
Keller Williams Realty
Short Sale Specialist
951-329-9119 office
951-488-8025 mobile



Short Sale Information Summary

Property Address:		
Borrowers Name:	Last 4 social #:	
Co-Borrowers Name:	Last 4 social #:	
Mailing Address:	Home #	
Borrower Mobile #:	Co-Borrower Mobile #:	
Tenants (if any):	Tenants #:	
1st Note:		
	Loan #:	
# months delinquent:		
Notice of Default Filed: Y N	Date issued:	
Notice of Trustee Sale filed: Y N		
2nd Note:		
	Loan #:	
# months delinquent:		
Notice of Default Filed: Y N	Date issued:	
Notice of Trustee Sale filed: Y N		
3rd Note:		
	Loan #:	
# months delinquent:		
Notice of Default Filed: Y N	Date issued:	
Notice of Trustee Sale filed: Y N		
Brief Reason for Default:		
HOA Info & phone #:	# months delinquent:	
Property taxes : current // delinquent // impounded	Annual Tax:	
Escrow Co.:		
	Escrow Contact:	
Main #:	Fax #	Email:
Title Company:	Title Rep:	

THIRD PARTY AUTHORIZATION FORM

I hereby authorize _____ to discuss the account with the individual(s) that I have identified below as my designated agent(s) (hereinafter the "Designated Agent"). Further, _____ is hereby authorized to negotiate the terms of a work-out agreement with my Designated Agent and to deliver documents to my Designated Agent which concern my request for payment assistance and change of loan terms. I understand that I will be fully responsible for reviewing any information that is sent by _____ to my Designated Agent. This Authorization will remain effective until I specifically notify _____ in writing that this authorization is no further in force and effect.

**My Designated Agents Are: Keller Williams Realty
7065 Indiana Ave Ste 200, Riverside, CA 92506**

Gabriela Benitez-Hanson _____

951-329-9119 ext 304

Phone #

Gabriel Gonzalez _____

951-329-9119 ext 304

Phone #

Phone #

Loan # _____

Last Four digits of SSN _____

Date: _____

Borrower

Date: _____

Coborrower

Explanation of Hardship

What changes or events have occurred since your loan originated that have caused you to fall behind?

Lined area for writing the explanation of hardship.

When did the change(s) and/or event(s) occur?

Lined area for writing the date of the change(s) and/or event(s).

Do you anticipate any improvement in your financial situation in the near future?

Y_____ N_____

Acknowledgement:

I (we) acknowledge that the financial information provided is an accurate statement of my (our) financial status.

By:_____ Date:_____

Signed Borrower

By:_____ Date:_____

Signed Co-Borrower
