

CLIENT PRE-INTERVIEW INFORMATION SHEET (SHORT SALE)

Client/Seller Information: (If more than one Client/Seller, please provide information for both Seller 1 and Seller 2)

Seller 1 Information

Name: _____ Cell: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____

Relationship to Seller 2 if applicable: _____

Seller 2 Information

Name: _____ Cell: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____

Property Information:

Address of Short Sale Property if different from your mailing address above:

Address: _____ City: _____ State: _____ Zip: _____

1st Mortgage Lender: _____ Current Balance: _____ Date Last Paid: _____

2nd Mortgage Lender: _____ Current Balance: _____ Date Last Paid: _____

Any other liens on the Property? Yes; No Is this your primary residence? Yes; No

Are your property taxes current? Yes; No Are you taxes being escrowed? Yes; No

Is the home currently vacant? Yes; No Current on your HOA/Condo Fees? Yes; No

HOA/Condo Fees: \$ _____ How Paid: Monthly; Quarterly Other: _____

Name of HOA/Condo Assoc: _____ Tel: _____ Fax: _____

Realtor Information:

Seller's Realtor: Name: _____ Cell: _____ Email: _____

Buyer's Realtor: Name: _____ Cell: _____ Email: _____

IS THIS PROPERTY YOUR PRIMARY (HOMESTEADED) RESIDENCE? YES ___ NO ___

WHAT IS YOUR CURRENT HARDSHIP? (Check all that Apply)

Decrease in Income; Lost Job/Unemployed Divorce; Having to re-locate and can't sell property for what I owe on it; Illness; Property is investment property and rental income no longer covers expenses associated with property; Have spent savings trying to pay for property; or Other: (Please Explain)

Have you previously Tried for a Loan Modification: Yes No (If yes, please explain the status of the loan modification: _____)

Are you willing to short sale your property even if your Lender(s) requires you to contribute money at closing or sign a promissory note for part of the deficiency? Yes No Maybe

Are you willing to short sale even if your Lender(s) refuses to completely satisfy the promissory note and thereafter reserves the right to try and collect a deficiency balance from you? Yes No Maybe

Have you been served with a Foreclosure Complaint? Yes No (If yes, when ___/___/___)

Attorney Notes: _____

SHORT SALE INTAKE INFORMATION

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Seller 1 Information

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Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____

Relationship to Seller 2 if applicable: _____

Seller 2 Information

Name: _____ Cell: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____

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Realtor Information:

Seller's Realtor: Name: _____ Cell: _____ Email: _____

Buyer's Realtor: Name: _____ Cell: _____ Email: _____

We are not able to begin processing your file until we have received ALL of the information/documents below. Please check of each item as you have it and deliver to us with this package. Items marked with an asterisk (*) are attached as part of this packet.

Documents to be Provided by Seller:

- Letter(s) of Authorization* Personal Financial Statement* Last two years tax returns
- Last two Months Bank Statements Last two pay stubs or other proof of income Hardship Letter
- Signed Authority to Represent and Fee Agreement (along with Fee if applicable)
- Copies of most recent Mortgage Statement for each loan subject of the short sale.

Documents to be Provided by Seller's Realtor:

- Fully Executed "As-Is" Contract for property & all Addendums (including short sale addendum
- Listing Agreement Comparative market analysis Buyers Pre-Approval Letter or Proof of funds

General Notes to Client

The most important part in obtaining a successful short sale is to clearly demonstrate to the lender(s) that it is in their best interest to approve a short sale rather to proceed with a foreclosure. To increase the odds that your lender(s) approve your short sale, it is critically important that you gather every document we have requested from you and get that information to us as soon as possible. If you don't have a requested document, then provide a written explanation as to why you don't have it. The documents you provide are needed to demonstrate to the Lender that you have a financial hardship and cannot continue to make payments of your mortgage. The lender needs proof of your financial condition and that allowing a short sale is in their best interest.

For purposes of your "Hardship Letter" you need only to write the truth to your lender(s). A simple one page handwritten letter addressed to your lender explaining why you have been unable to pay or to continue to pay your mortgage is all that is needed. For example, have you lost your job; has your income decreased; do you have to move but the value of your property has fallen and you can't sell it for what you owe, and you can't afford to bring the difference to closing. Whatever the reasons, just explain your circumstances of financial hardship and make it simple and clear. You will want to put the name of the lender; your loan number; and your social security number on the Hardship Letter, and you must sign and date the hardship letter.

Finally, you must understand that there is no guarantee that your lender or lenders will approve your short sale. While we will do everything in our power to convince your lender of the need for a short sale, there is no way anyone can force the lender to accept a short sale. Further, you must be aware that short sales can take a very long time to negotiate. It is common in today's market for a short sale to take anywhere from 90 to over 120 days to get approved. Additionally, during this time it is possible that the lender will request additional updated financial documents from you, and in that case we will contact you to provided updated bank statements and pay stub information.

We will provide you and the realtors in the short sale updated information on a periodic basis, but you must be aware that it is possible for weeks to pass without any new information to provide. It is also important for you to know that just because we are working on your behalf during the short sale, that you will continue to receive calls from the lender's collections department. This can be aggravating, but it is normal and something you must learn to live with during the process.

LETTER OF AUTHORIZATION TO DISCUSS AND RELEASE LOAN INFORMATION

LENDER INFORMATION

To: 1st Mortgage/Lien Holder: _____

Re: 1st Loan Account Number: _____

To: 2nd Mortgage/Lien Holder: _____

Re: 2nd Loan Account Number: _____

PROPERTY & BORROWER/HOMEOWNER INFORMATION

Property Address: _____ City: _____ State: _____ Zip: _____

Borrower(s) Name: _____ & _____

Primary Borrower SSN: _____ Co-Borrower's SSN: _____

To Whom It May Concern:

I, _____ & _____ hereby give the above-
Borrower (please print) (Co-borrower) please print
referenced mortgage holder/lenders and their respective representatives permission to speak with and disclose
financial records or any other information relating to the above-referenced loans to the following person(s):

All employees and representatives of my attorney and his law firm as follows:

Authorized Law Firm and Employees:

A facsimile copy of this Letter of Authorization is as effective and enforceable as an original.

Borrower's Signature

Co-Borrower's Signature

Date: _____

Date: _____