

## SHORT SALE CHECKLIST

In order to begin negotiating a short sale with the mortgage lender, I will need the following information submitted in its entirety:

### FROM THE SELLER:

- \_\_\_\_\_ Signed Authorization Letter
- \_\_\_\_\_ Seller's Financial Statement
- \_\_\_\_\_ Typed Hardship Letter signed by Seller
- \_\_\_\_\_ Two Most Recent Pay Stubs
- \_\_\_\_\_ Two Most Recent Bank Statements
- \_\_\_\_\_ Two Most Recent Federal Income Tax Returns and W-2 Forms
- \_\_\_\_\_ 4506-T Form

### FROM THE REALTOR:

- \_\_\_\_\_ Copy of Listing Agreement
- \_\_\_\_\_ Broker Price Opinion Letter with Comps
- \_\_\_\_\_ Copy of fully-signed Agreement of Sale
- \_\_\_\_\_ Rothamel Bratton Short Sale Addendum
- \_\_\_\_\_ Pre-Approval Letter from Buyer's Lender
- \_\_\_\_\_ Home Inspection or Estimates for Repairs (optional)

### I WILL ORDER:

- Title Report
- Mortgage and Lien Payoff Letter(s)
- Preliminary HUD-1

Once all of the above information is collected and organized, the entire package will be submitted to the Seller's lender(s) for short sale consideration.

[www. RothamelBratton.com](http://www.RothamelBratton.com)

**Haddonfield, NJ**  
18 Kings Highway West  
Haddonfield, NJ 08033  
P: (856) 857-6000  
F: (856) 857-6001

**Philadelphia, PA**  
1650 Market Street, Suite 3600  
Philadelphia, PA 19103  
P: (215) 545-0825  
F: (215) 545-0785

**Lawrenceville, NJ**  
850 Bear Tavern Road, Suite 308  
West Trenton, NJ 08628  
P: (609) 219-1680  
F: (856) 546-5123

**Ft. Lauderdale, FL**  
500 E. Broward Boulevard Suite 1820  
Ft. Lauderdale, FL 33394  
P: (954) 210-7471  
F: (954) 210-7472