



LENDER'S FORECLOSURE SERVICES

NON-JUDICIAL FORECLOSURE AND LOSS MITIGATION SERVICES SINCE 1990

List of Items Required for Short Sales

From Seller Upon Signing Listing Agreement

- Signed Letter of Authorization
- Personal Financial Statement
- Hardship Letter
- Most recent mortgage loan statements
- Most recent 3 months of paystubs (YTD profit & loss statement if self-employed)
- Most recent two years of federal tax Returns and W2's and/or 1099's
- Most recent 3 months of bank statements (Please include all pages)
- Any other documentation that establishes or Supports seller's financial hardship

From Listing Agent Upon Obtaining Listings

- Fully executed LFS Service and Fee agreement (Your Broker signature is required)
- Short Sale Information Sheet
- Fully executed Listing Agreement with Short Sale Listing Addendum (please fill out your DRE license number, office address, and contact information)
- \$300 processing fee payable to LFS
- Preliminary Title Report

From Listing Agent Upon Obtaining An Offer

- Fully executed Purchase Agreement and Short Sale Addendum (Please completely fill out DRE license numbers, office address and contact information for both listing and selling offices/agents)
- Estimated HUD-1 statement prepared by the escrow holder, indicating
 - 1) The amount of net sale proceeds to be paid to each lender;
 - 2) Seller receives zero dollars from the sale proceeds
- Buyer's loan qualification letter
- CMA report prepared by the Listing Broker