



## SELLER DOCUMENT CHECKLIST

Below is a checklist of all related material we need you to have ready for us prior to your home being activated in the MLS. Not all are needed and as your Short Sale listing team we will review this list and mark all forms for you to locate. Please make copies and keep one set of copies gathered for yourself and one that we will be given to us.

### Short Sale Documents

- Personal hardship letter
- Release of Information Letter, also known as 3<sup>rd</sup> Party Disclosure Letter
- Completed financial statement worksheet
- Mosr Recent Mortgage Statement for All Lien Holders
- Last (2) years of Federal Income Tax Returns
- Last (2) years of W2
- Last (2) payroll stubs.
- Last (2) Bank statements
- Bankruptcy letter
- Modification Borrower Information / Verification

### Supplemental Documents

- Offer proposal statement. Explains the reasoning for pricing the property.
- Property photographic report
- Construction repair estimate
- Property comparables
- Insurance claim
- Notice of Violations letter from local jurisdiction.

