



## Short Sale Closing Checklist (Non HAFA)

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Date

Owner

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Address

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MLS#

Prepared by

- Make certain contract is fully executed and accurate
- Fill in executed date
- Short Sale Disclosure signed by all parties (Form Q)
- Send client a fully executed copy and record method \_\_\_\_\_

Make certain package is complete for lender, including everything requested and possibly:

- Package cover letter (Form Q)
- Preliminary closing statement
- Listing agreement
- MLS print out
- MLS history
- Executed contract
- Buyer pre-approval letter



- Authorization to release information (Form A)
- Homeowner financial worksheet (Form F)
- Hardship Letter (Form N)
- Bank statements (2 months, all accounts)
- Pay stubs (2 months)
- Tax returns (2 years)
- Property photos (Show true property condition)
- Market date
- Fax complete package to lender
- Mail complete package to lender
- E-mail / fax / send "What to expect" letter (Co-op broker – CDPE Forms)
- 72 hours after submission, confirm receipt of package
- Ask how long process is taking and update all parties
- Record BPO / appraisal completion date
- BPO appraiser contact information

Follow up with lender one time per week until approval or counter received and log calls / results in file management system.



Document everything

Call 1 date: \_\_\_\_\_

Call 2 date: \_\_\_\_\_

Call 3 date: \_\_\_\_\_

Call 4 date: \_\_\_\_\_

Call 5 date: \_\_\_\_\_

Call 6 date: \_\_\_\_\_

Call 7 date: \_\_\_\_\_

Call 8 date: \_\_\_\_\_

Call 9 date: \_\_\_\_\_

- Once approval is received notify all parties or required closing date
- Get approval signed by seller if required by lender
- Proceed with standard closing procedure

Please feel free to contact Fox Short Sale Negotiators for additional forms or information | (630) 584-9330 - foxshortsale.