

## Seller's Checklist

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Seller's Name(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Check list:

- Homeowner's/Seller's Short Sale Disclosure\*\*** (enclosed) - must be initialed, signed, and dated by each person on title.
- Mortgage Information Release Authorization\*\*** (enclosed)
- Client's Responsibility Form (enclosed)
- Cease & Desist Letter for Lender (enclosed)
- Seller's Property Profile (enclosed)
- Condo Association/HOA Release Authorization (enclosed)
- Disclosure Regarding Short Sale Negotiations (enclosed).
- Hardship Letter – must be handwritten, signed, and dated. (sample letter enclosed)
- Income Worksheet (enclosed)
- Expense Worksheet (enclosed)
- Net Income & Expense Worksheet (enclosed)
- Schedule of Real Estate Owned Worksheet (enclosed)
- Net Worth Worksheet (enclosed)
- Current Paystubs (1 months or if not working then copies of last paystubs)
- Bank Statements (3 months prior for all accounts in your name.)
- Tax Returns (2 years prior)
- Copy of Driver's License for each person on title.
- Copy of most recent Mortgage Statement(s).
- Copy of most recent HOA Statement(s). (if applicable)
- Copy of any foreclosure letters/lis pendens received from Lenders/Attorneys.

**\*\*Please complete these items first and fax them ASAP to our office. We cannot get the file started without these documents!**

Fax documents to **561-296-4550** or email to [Lucretia@shortsalesforamerica.com](mailto:Lucretia@shortsalesforamerica.com)

If you have any questions regarding any of the items listed, please call us right away!

## Homeowner's/Seller's Short Sale Disclosure

### *Initials*

\_\_\_\_/\_\_\_\_ I acknowledge and understand that neither Reliant Financial, Inc. d/b/a Short Sales For America, any of its members or partners, any of its employees, or any affiliates are attorneys, nor are they offering legal or financial advice of any kind, or practicing law in any way, shape or form.

\_\_\_\_/\_\_\_\_ I understand that a Short Sale is when my Lender(s) agree to accept less than the actual loan balance currently owed, and that as a consequence of them accepting less, one of the following may occur:

\_\_\_\_/\_\_\_\_ (a) My Lender(s) has the right to pursue a deficiency judgment against me The judgment represents the monetary amount of the difference between the amount I owe and the amount my Lender(s) accept as full payment, unless they grant a waiver of the deficiency judgment.

\_\_\_\_/\_\_\_\_ (b) My Lender(s) has the right to issue an IRS Form 1099 to me, representing income for the monetary amount of the difference between the amount I owe and the amount my Lender(s) accept as full payment.

\_\_\_\_/\_\_\_\_ I understand that I should contact my attorney and/or tax advisor for advice regarding any of the foregoing consequences.

\_\_\_\_/\_\_\_\_ I understand that this Short Sale, attempted by the Buyer, may not be successful and that as a result my property may be sold at auction in which case I will likely receive a Foreclosure on my credit. I agree to provide Reliant Financial, Inc. d/b/a Short Sales For America with any and all documentation and releases necessary to successfully negotiate a short sale payoff with my Lender(s) in a timely fashion.

\_\_\_\_/\_\_\_\_ **I understand I am entering into a contract with Reliant Financial, Inc. d/b/a Short Sales For America to negotiate a short payoff with my Lender(s). Reliant Financial, Inc. d/b/a Short Sales For America has an affiliated business arrangement with Bayside Title & Escrow, Inc. I am aware that Bayside Title & Escrow, Inc. will be handling all of the escrow and closing duties necessary for the transfer of my property and that I will not be required to bring any monies or funds to closing to cover any of the costs associated with the services provided by either Short Sales For America or Bayside Title & Escrow, Inc.**

\_\_\_\_/\_\_\_\_ I understand Reliant Financial, Inc d/b/a Short Sales For America does not guarantee any Lender will agree to a short sale payoff. Best efforts will be used to present an offer with the highest possibility of acceptance but acceptance can not be guaranteed.

\_\_\_\_/\_\_\_\_ By initialing next to each paragraph and signing below, I acknowledge that I have read and understand this Homeowner's/Seller's Short Sale Disclosure and am fully ready, willing, and able to proceed forward with an attempt to Short Sale my loan balance(s) to be able to sell my property.

Seller Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Seller Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **CLIENT'S RESPONSIBILITIES DURING THE SHORT SALE PROCESS**

**Please review your responsibilities and sign below to indicate  
your agreement with these requirements.**

1. Client agrees that he/she is to forward copies of any and all correspondences received from lender or its agents (attorney, consultants, etc.) or any sheriff, court, etc. to our office by mail within five days of receipt. If the correspondence requires immediate attention, please send via fax.
2. Client agrees to complete all forms, provide all information, and cooperate with the lender's modification process in good faith and in a timely manner.
3. Client agrees that if his/her current financial situation changes he/she is to inform the loan modification agent handling his or her loan modification immediately.
4. Client agrees that he or she is to keep in regular contact with our office and provide up-to date telephone numbers.

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Client agrees to responsibilities

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Client agrees to responsibilities

RE: Loan Number: \_\_\_\_\_

To Whom It May Concern,

This is formal written demand to immediately cease all communication, other than written communication, regarding the above reference account.

According to the Fair Debt Collection Practices Act (15 USC 1692c) you must cease all communication with me after being notified in writing that I no longer wish to communicate with you. Therefore, I demand that you immediately stop calling me at home, at work, on my cell phone or at any other location.

If you need to communicate with anyone regarding this account, you are to contact the company retained on our behalf. Their information is:

Short Sales For America  
9123 N. Military Trail, STE 106  
Palm Beach Gardens, FL 33410

In accordance with the federal FDCPA, now that you have received this "stop calling" letter, you may only contact me to inform me that you:

1. are terminating further collection efforts;
2. invoking specified remedies which are ordinarily invoked by you or your company; or
3. intend to invoke a specified remedy.

Be advised that I am well aware of my rights. Any future contact by you or your company violates the FDCPA and that since you already have my location information, calls made by you or your company to any 3rd party concerning me violates the FDCPA.

Sincerely,

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Co-Borrower

\_\_\_\_\_  
Social Security Number

Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MORTGAGE INFORMATION RELEASE AUTHORIZATION**

To Whom It May Concern:

I/We, \_\_\_\_\_ and \_\_\_\_\_, the undersigned, hereby give my permission for you to release any and all information to any officer, agent or representative **from Reliant Financial, Inc. d/b/a Short Sales For America**, as they may require for all mortgage(s), liens, or judgments in reference to the property listed below. You may reproduce this document to acquire reference from more than one source. A faxed copy of this document will carry the same full force and effect as an original.

Property Address: \_\_\_\_\_  
\_\_\_\_\_

1<sup>st</sup> Mortgage Account # \_\_\_\_\_

1<sup>st</sup> Mortgage Holder: \_\_\_\_\_

2<sup>nd</sup> Mortgage Account # \_\_\_\_\_

2nd Mortgage Holder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: X \_\_\_\_\_

Print: \_\_\_\_\_ Social Security# \_\_\_\_\_

X \_\_\_\_\_

Print: \_\_\_\_\_ Social Security # \_\_\_\_\_

**PROPERTY PROFILE**

**Seller's Name(s):** \_\_\_\_\_ **and** \_\_\_\_\_

<b>Home #:</b> _____	<b>Work #:</b> _____	<b>Cell #:</b> _____
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**Property Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Property Type:**    Condo\_\_\_\_ SFR\_\_\_\_ MFR\_\_\_\_ COM \_\_\_\_\_

Loan	Loan Amount	Loan Balance	Past Due (Y/N)	Lender
1st	_____	_____	_____	_____
2nd	_____	_____	_____	_____

Loan	Lender Phone #	Lis Pendens(Y/N)	Property Taxes \$	Last Paid
1st	_____	_____	_____	_____
2nd	_____	_____	_____	_____

**Are taxes & insurance included in your mortgage?** Yes    No

**Is there an HOA on the property?** Yes    No

**Are you behind on HOA dues?** Yes    No    **If yes, how many months?** \_\_\_\_\_

**Name of HOA** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Have you filed bankruptcy?** Y/N    **Type File** \_\_\_\_\_ **Date Filed** \_\_\_\_\_

**Are you still in bankruptcy?** Y/N

**Is the house vacant?** Yes    No

**Owner or Tenant Occupied?** \_\_\_\_\_

<b># OF BDRMS</b> _____	<b>#of baths</b> _____
<b>SqFt</b> _____	<b>Age</b> _____
<b>Garage</b> _____	<b>Carport</b> _____
<b>Pool</b> _____	<b>Patio</b> _____
<b>CBS</b> _____	<b>Water</b> _____

**NEEDED REPAIRS ON PROPERTY:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONDO ASSOCIATION/ HOA RELEASE AUTHORIZATION**

To Whom It May Concern:

I/We, \_\_\_\_\_ and \_\_\_\_\_ the undersigned, hereby give my permission for you to release any and all information to any office, agent or representative **from Reliant Financial, Inc. d/b/a Short Sales For America**, as they may require for obtaining an estoppel letter in reference to the property listed below. You may reproduce this document to acquire reference from more than one source. A faxed copy of this document will carry the same full force and effect as an original.

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Association \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_

Address of Association: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: X \_\_\_\_\_

Print: \_\_\_\_\_

X \_\_\_\_\_

Print: \_\_\_\_\_

**Disclosure Regarding Short Sale Negotiations**

This document serves as an explanation and disclosure regarding the property located at:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The purchase of your property will be made possible because we will negotiate with the Lender(s) to have them take less than what was owed as a payoff. In some cases, not always, the Lender with who we negotiated with will require you as the original mortgagor pay the difference of what was remaining owed as a deficiency judgment.

**WE ARE DISCLOSING THE FOLLOWING:**

I. Reliant Financial, Inc. d/b/a Short Sales For America is not aware whether the Lender(s) in question will pursue a deficiency judgment.

II. If negotiations are unsuccessful and we cannot close and consequently the property goes to sale, the seller(s) agree to hold harmless Reliant Financial, Inc. d/b/a Short Sales For America and his, her, their, or its agents, servants, successors, heirs, executors, administrators and all other person(s), corporation, firms, associations or partnerships of and for any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the undersigned now has/have or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen events.

III. In the event the short sale is successful and there is no deficiency judgment the discount received may become a taxable event to you. This may or may not be disclosed or followed through by your Lender. It is advised you speak to a tax professional to discuss any tax consequences of your short sale payoff.

IV. Reliant Financial, Inc. d/b/a Short Sales For America is in no way acting as a "Foreclosure Consultant" and has in no way promised the seller they would guarantee payments, guarantee to bring the loan current, guarantee that the property will be paid off or kept out of foreclosure.

**THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND FULLY UNDERSTANDS IT.**

Signed, sealed and delivered on DATE: \_\_\_\_\_

**X:** \_\_\_\_\_

**X:** \_\_\_\_\_

## SAMPLE HARDSHIP LETTER

To Whom It May Concern:

We are writing this letter to explain our current financial situation. Since the loss of our main source of income along with rising costs and expenses we have been unable to maintain the mortgage payments on our residence or support our household which includes ourselves and our children, John and Mary, ages 13 and 11. We have both searched for part time work but no jobs can be found. We are currently making arrangements to vacate the property and are researching different family members we may be able to live with short term while we try and get back on our feet.

It is difficult for us to look into our children's eyes and explain to them why they must leave behind their rooms, schools and friends. Times are so unbelievably hard and we worked so long to finally buy a home that it is unimaginable that we now have to walk away from it and leave it all behind.

Because of our financial crisis we have been unable to maintain the property and it has fallen into a state of disrepair. Appliances are not working, the air conditioning system is in need of replacement and cracks have formed in many of the walls and flooring. We are ashamed of how we have let this property decline but when it came down to a choice between fixing the house or feeding our children, we really had no choice at all.

Please consider our situation and work with us to help rebuild our lives.

Sincerely,

John Doe  
Jane Doe

**Although handwritten letters are not mandatory they are recommended because it is more personal. This letter is supposed to be an outcry to the lender for help.**

### **Hardship letter should contain:**

- 1) Reasons why you fell behind in your payments (Ex. Loss of job, health problems, interest rate hike, etc.)
- 2) Why you will be unable to get caught up with your payments in the foreseeable future.
- 3) Efforts you have made to bring your loan current.
- 4) The impact this crisis has had on your family.
- 5) Any repairs or maintenance issues the property may have.

Borrower Name: \_\_\_\_\_ AND \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **INCOME WORKSHEET**

### CURRENT HOUSEHOLD MONTHLY INCOME

	<b>Borrower</b>	<b>Spouse</b>	<b>Others</b>
Net W-2 Wages (After taxes deducted)	\$	\$	\$
Average Net Overtime Wages	\$	\$	\$
Average Net Monthly Bonuses	\$	\$	\$
Average Net Tip Income	\$	\$	\$
Average Net Commission Income	\$	\$	\$
Average Net Self Employed Income	\$	\$	\$
Net Income from Disability	\$	\$	\$
Net Income from Social Security	\$	\$	\$
Net Income from Pensions/IRA's/401k's	\$	\$	\$
Net Interest Income from Bank Accounts	\$	\$	\$
Net Dividend Payments from Stocks	\$	\$	\$
Net Child and/or Spousal Support Payments	\$	\$	\$
Net Income from Notes held	\$	\$	\$
Net Unemployment Income	\$	\$	\$
Other Miscellaneous Income	\$	\$	\$

Net Income from all Rental Properties	\$	\$	\$
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CURRENT TOTAL MONTHLY INCOME	\$	\$	\$
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COMBINED TOTAL MONTHLY INCOME	\$		
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I certify the above information to be true and accurate to the best of my knowledge at the time of the completion of this form.

**X** \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**X** \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Borrower Name: \_\_\_\_\_ AND \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EXPENSE WORKSHEET**

**CURRENT HOUSEHOLD MONTHLY EXPENSES**

	<b>Borrower</b>	<b>Spouse</b>	<b>Others</b>
Auto Loan/Lease Payment	\$	\$	\$
Auto Insurance Payment	\$	\$	\$
Auto Fuel (gasoline/diesel)	\$	\$	\$
Auto Maintenance/Repairs	\$	\$	\$
Boat or other Vehicle Expenses	\$	\$	\$
Household Electric/Gas/Oil	\$	\$	\$
Household Food/Expenses	\$	\$	\$
Water/Trash/Sewer Bills	\$	\$	\$
Household Repairs/Upkeep	\$	\$	\$
Home Security Monitoring	\$	\$	\$
Home Telephone	\$	\$	\$
Cellular Phone	\$	\$	\$
Internet Service	\$	\$	\$
Cable/Satellite Television	\$	\$	\$
Property Taxes	\$	\$	\$
Hazard/Fire Insurance	\$	\$	\$
Homeowners Association Fees	\$	\$	\$
Laundry/Dry Cleaning	\$	\$	\$
Health/Dental Insurance	\$	\$	\$
Medical Bills	\$	\$	\$
Prescription Drugs	\$	\$	\$
Life Insurance Payments	\$	\$	\$
Child/Spousal Support Payments	\$	\$	\$
Child/Daycare Expenses	\$	\$	\$
School Tuition	\$	\$	\$
Student Loans	\$	\$	\$
Total Payments on all Credit Cards	\$	\$	\$
Furniture Loan Payments	\$	\$	\$
Union/Trade Membership Dues	\$	\$	\$
Tax Payments (Installments to IRS)	\$	\$	\$
Net Rental Property Losses	\$	\$	\$
Other Miscellaneous Expenses	\$	\$	\$
<b>CURRENT TOTAL</b>			
<b>MONTHLY EXPENSES</b>	\$	\$	\$

**COMBINED TOTAL MONTHLY EXPENSES**     \$ \_\_\_\_\_

I certify the above information to be true and accurate to the best of my knowledge at the time of the completion of this form.

X: \_\_\_\_\_

Date: \_\_\_\_\_

Borrower Name: \_\_\_\_\_ AND \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CURRENT NET INCOME AND EXPENSE WORKSHEET**

COMBINED TOTAL MONTHLY INCOME	\$
COMBINED TOTAL MONTHLY EXPENSES	\$
CURRENT NET MONTHLY INCOME/LOSSES	\$

I certify the above information to be true and accurate to the best of my knowledge at the time of the completion of this form.

**X** \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I certify the above information to be true and accurate to the best of my knowledge at the time of the completion of this form.

**X** \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Borrower Name: \_\_\_\_\_ AND \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Schedule of Real Estate Owned**

Primary Residence Current Monthly Expenses

Address City, State, Zip Code	1st Mortgage Payment	2nd Mortgage Payment	Property Taxes, HOA and Insurance Fees	Total
	\$	\$	\$	\$

Investment Property Monthly Income and Expenses

Address City, State, Zip Code	1st Mortgage Payment	2nd Mortgage Payment	Property Taxes, HOA and Insurance Fees	Gross Monthly Total Rent Received
1)	\$	\$	\$	\$
2)	\$	\$	\$	\$
3)	\$	\$	\$	\$
4)	\$	\$	\$	\$
5)	\$	\$	\$	\$
<b>TOTAL</b>			\$	\$

TOTAL NET INCOME OR LOSS FROM ALL RENTAL PROPERTIES \$ \_\_\_\_\_  
 (Gross Rent for all properties – Total Costs for all properties)

I certify the above information to be true and accurate to the best of my knowledge at the time of the completion of this form.

**X** \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

I certify the above information to be true and accurate to the best of my knowledge at the time of the completion of this form.

**X** \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Short Sales For America, 9123 N. Military Trail, Suite 106, Palm Beach Gardens, FL 33410 LOAN #

Borrower Name: \_\_\_\_\_ AND \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **NET WORTH STATEMENT**

<b>Assets</b>	<b>Estimated Value</b>
Primary Residence	\$
All Investment Properties	\$
Savings Accounts: Bank:	\$
Checking Accounts: Bank:	\$
Savings Accounts: Bank:	\$
Checking Accounts: Bank:	\$
Certificates of Deposit: Bank:	\$
Stock Portfolio	\$
Mutual Funds	\$
Bonds	\$
Cash Value of Life Insurance	\$
Cash Value of 401k/IRA/Keogh/Pension Plan	\$
Notes Held	\$
Household Miscellaneous Assets	\$
Other:	\$
<b>TOTAL ASSETS</b>	\$

<b>Liabilities</b>	<b>Estimated Amount</b>
First Mortgage on Primary Residence	\$
Second Mortgage on Primary Residence	\$
All Mortgages on Investment Properties	\$
Delinquent Property Taxes	\$
Delinquent Homeowner's Association Fees	\$
Balances owed on all Credit Cards	\$
Auto Loans	\$
Furniture Loans	\$
Delinquent Child/Spousal Support	\$
Court Ordered Restitution	\$
Income Taxes (Unpaid from previous years)	\$
Student Loans	\$
Outstanding Uninsured Medical Bills	\$
Other:	\$
<b>TOTAL LIABILITIES</b>	\$

<b>NET WORTH</b>	\$
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I certify the above information to be true and accurate to the best of my knowledge at the time of the completion of this form.

**X** \_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_