

Short Sale Package Guide

1. Fax cover
 2. Attorney Letter *Attorney docs*
 3. Proposed HUD
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4. **Offer to Purchase**
5. **Pre-Approval Letter / Proof of Funds**
6. **Authorization**
7. **Hardship Letter**
8. **Financial Statement**
9. **Pay stubs** *Listing Agent docs*
10. **Bank Statements**
11. **Tax Returns**
12. **Listing Agreement**
13. **CMA**
14. **Special Bank Documents (Affidavits, etc....)**
15. **Repair Lists**

Other non-package Documents

- A. **Buyer Fee Agreement**
- B. **Seller Fee Agreement**
- C. **Negotiator Agreement**
- D. **Seller Information Sheet**
- E. **Buyer Information Sheet**

Note: Please label the files according to the above system including the Sellers last name.

Example:

4. Offer - Smith
5. Pre-Approval Letter - Smith
6. Authorization - Smith

Email package to my office once you have gathered all required documents.