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## SHORT SALES LISTING CHECK LIST

### **Seller Must Provide the following Items**

1. Tax Returns 2006
2. Tax Returns 2007
3. 3- Month Bank Statements
4. Current Paystub (1 Month) or Profit and Loss if Self Employed
5. Stock, IRA, 401K Statements
6. 1<sup>ST</sup> Mortgage Statement
7. 2<sup>nd</sup> Mortgage Statement
8. 3<sup>rd</sup> Mortgage Statement
9. Hardship Letter – What are the current situations?
10. Current Mortgage Payment Status – How many late or non-payments up to today?
11. All letters from Lender for non-payment (If available)
12. Photos and Property Information (If outside Bay Area)
13. Tenant Contact Information (If Rental Property)
14. Copy of the Rental or Lease Agreement (If Rental Property)

Agent: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_