

SHORT SALE CHECKLIST
SELLER

Seller

Lender

Property Address

Loan Number

- Executed Listing Agreement
- Executed Short Sale Addendum
- Last 2 Years of Tax Returns
- Last 2 Pay Stubs
- Authorization for Gilbert & Caddy to Contact Lender to Negotiate on the Seller's behalf
- Recent Mortgage Statements, on all mortgages
- Copies of all Bank Statements Covering the last 60 days
- Copies from Seller any Document that Substantiates any Assets They May Have
- A Hardship Letter From the Seller to the Lender
- Realtor to Provide a Thorough Analysis of Recent Sales
- Determine if Taxes, Insurance, and Homeowner Fees are Current
- How many Months in Arrears are They in Lenders Payments?
- Copies of Any Court Documents Pertaining to the Subject Property.