

## *Short Sale Assistance*



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**Note:** Certain lenders have their own package or addendums that may apply. Once you know which lender your client has, contact us for the exact package.



**Short Sale Order Request**

Closing Coordinator **Trish Keller** Processing Phone: **954-427-9696**  
How to Order... Fax: **954-938-4254** email: **shortsale@aatico.com**

Sale Price: \_\_\_\_\_ Est. Closing Date: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Is the property vacant? \_\_\_\_\_ if there is an HOA, how much is owed? \$\_\_\_\_\_

Sellers Name \_\_\_\_\_

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

Seller Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Property Type: (check one)

\_\_\_ Primary Residence \_\_\_ Second Home \_\_\_ Investment Property \_\_\_ Commercial

Mailing Address (if different then above): \_\_\_\_\_  
\_\_\_\_\_

**Listing Agent**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**Selling Agent**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**Buyer (If known)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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



**AUTHORIZATION TO RELEASE INFORMATION**

**1st Bank/Servicer**

Bank: \_\_\_\_\_ Loan # \_\_\_\_\_

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

**2<sup>nd</sup> Bank/Servicer**

Bank: \_\_\_\_\_ Loan # \_\_\_\_\_

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

To Whom It May Concern:

We hereby authorize the release any and all information to Assure America Title Co. and their associates, Stephen J Lankau, Esq., Trish S. Keller, Anthony Crupi, Dominick Rivera, Julie Ingham and Sandy Crupi regarding my property located at:

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

Please give him/her your full cooperation, just as you would if you were dealing with me. This authorization shall be effective until the completion of this short sale transaction.

A FACSIMILE OR OTHER COPY OF THIS FORM WILL SUFFICE JUST AS THOUGH IT WERE THE ORIGINAL FORM.

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

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

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

\_\_\_\_\_  
Date

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

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

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

\_\_\_\_\_  
Date



## SHORT SALE REQUIRED DOCUMENTS

### SELLER REQUIRED DOCUMENTS:

- \_\_\_\_\_ THIRD PARTY AUTHORIZATION
- \_\_\_\_\_ LENDER SHORT SALE APPLICATION, IF APPLICABLE
- \_\_\_\_\_ LAST TWO (2) RECENT PAYSTUBS
- \_\_\_\_\_ THREE (3) MONTHS CURRENT BANK STATEMENTS
- \_\_\_\_\_ HARDSHIP LETTER
- \_\_\_\_\_ CURRENT LIST OF MONTHLY EXPENSES
- \_\_\_\_\_ TWO (2) YEARS TAX RETURNS (**PAGE 2 MUST BE EXECUTED**)
- \_\_\_\_\_ W-2'S, 1099'S OR IF SELF EMPLOYED PROFIT & LOSS STATEMENT
- \_\_\_\_\_ MOST RECENT HOMEOWNERS ASSOC. STATEMENT, IF APPLICABLE

### REALTORS TO PROVIDE:

- \_\_\_\_\_ LISTING AGREEMENT
- \_\_\_\_\_ SALE/PURCHASE CONTRACT W/ ASSURE AMERICA ADDENDUM
- \_\_\_\_\_ PRE-APPROVAL LETTER OR PROOF OF FUNDS FROM NEW BUYER

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT TRISH KELLER, CLOSING COORDINATOR.

THANK YOU.



**ADDENDUM TO PURCHASE/SALE CONTRACT**

Buyer: \_\_\_\_\_

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

The following shall constitute as an addendum to the Purchase Contract dated \_\_\_\_/\_\_\_\_/\_\_\_\_  
for the property located at \_\_\_\_\_, Unit  
\_\_\_\_\_.

Buyer and Seller hereby agree that Assure America Title Company will act as the closing agent and issue the final policies after closing. Buyer and Seller agree not to hold Assure America Title Company liable for the outcome of the short sale. Buyer agrees to pay a maximum Closing Fee of \$650. All other terms and conditions remain the same.

\_\_\_\_\_  
Buyer Date

\_\_\_\_\_  
Buyer Date

\_\_\_\_\_  
Seller Date

\_\_\_\_\_  
Seller Date

Personal Financial Statement For: \_\_\_\_\_

As of: \_\_\_\_\_

<b>MONTHLY INCOME</b>	
Employment Income (1st)	
Employment Income (2nd)	
Rental Income	
Miscellaneous Income	
<b>Total Income</b>	0
<b>MONTHLY EXPENSES</b>	
Mortgage Payment--1st.	
Mortgage Payment--2nd.	
Property Taxes	
Property Insurance	
Association Dues	
Meal	
Electric	
Clothing	
Water	
Phone	
Cell phone	
Gas	
Car 1 Financing/Leasing	
Car 2 Financing/Leasing	
Licenses	
Medical Insurance	
Credit Card(s)	
Miscellaneous Expenses	
<b>Total Expenses</b>	0
<b>Total Net Income (Income - Expenses)</b>	0

