

# THE SHORT SALE CHECKLIST

The bank will require some documentation from the homeowner for the Short Sale. This information is confidential, so we will not share this information with anyone outside of our team. The documents that are in the list below are everything that the bank will require directly from you, the homeowner. Our team will work with you directly to put the Short Sale together.

Once you have the following information, our team will send everything to the bank and we will start the negotiations on your behalf.

- Current Statements for All Active Mortgages**  
Must show Loan #, Bank Name and Contact Information
- Information on HOA, If Applicable**  
Include name and contact info for management company
- Pay Stubs for the Last 30 Days**  
From all parties named on mortgage
- Bank Statements for the Last 60 Days**  
PDF version with all pages included - even blank pages
- Tax Returns for the Last 2 Years**  
Must be signed
- Completed Short Sale Package from Lender**  
We will provide this for you to complete

