

# Third-Party Authorization Form

## Quick Reference Guide for Real Estate Professionals



You must use Bank of America's own [Third-Party Authorization Form](#), available from the Agent Resource Center at [bankofamerica.com/shortsaleagent](#). Non-Bank of America third-party authorization forms will not be accepted. This form may be updated periodically; be sure you download the most current version.

You may complete this form electronically and save the completed version. Only signatures and their accompanying dates must be handwritten. When you save the file, name it: Third Party Authorization xx-xx-xx. Replace the x's with the date.

**Short Sale Customer/Agent Care**  
**1.866.880.1232**

8 a.m. to 10 p.m. Eastern, Monday to Friday  
9 a.m. to 5:30 p.m. Eastern, Saturday

### Take care to complete the Third-Party Authorization Form correctly and completely:

#### Page 1: Borrower's Acknowledgment

At the top of the page, fill in the following:

1. Loan number
2. The **typed/printed** names of the borrower and co-borrower (if any)
3. Property address; if you type this in electronically, the address information will auto-populate on Page 2
4. The **typed/printed** name of each designated representative (including listing agent); the names of the first two representatives will auto-populate on Page 2

At the bottom of the page, handwrite the following:

1. Borrower's signature and date
2. Co-borrower's signature and date

#### Page 2: Designated Representative Acknowledgment

Complete the following:

1. Property address; if you entered this information on Page 1, it should have auto-populated to Page 2
2. The **typed/printed** name of each designated representative; if you entered this information on Page 1, it should have auto-populated to Page 2
3. Each designated representative's company name
4. State licensing information for each designated representative
5. Each designated representative's **handwritten** signature and date

Complete the following if the designated representative(s) will use support staff to assist with short sale activities:

1. The **typed/printed** name of the relevant designated support staff member(s)
2. The name of the company that employs the support staff member
3. The name of designated representative who will be assisted by the support staff member
4. Each support staff member's **handwritten** signature and date