



CERTIFIED DISTRESSED  
PROPERTY EXPERT®

# Chase Short Sale Required Documents Checklist

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Date \_\_\_\_\_ Owner \_\_\_\_\_

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Address \_\_\_\_\_

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Prepared by \_\_\_\_\_

## FROM THE BORROWER AND CO-BORROWER:

- Two most recent pay stubs (for each borrower)
- Proof of length of service with current employers
- Most recent bank statements
- Most recent statement(s) supporting assets listed on page 2 of the "Request for Consideration of Short Sale" form
- Most recent completed and signed Tax Return
- Proof of occupancy (if owner occupied) – a recent utility bill with borrower's name at the property address.

*In addition to these documents, it is recommended you collect a complete short sale package for your records and for any subordinate lien holders.*

## IF SELF EMPLOYED:

- P&L Statement/Audited or reviewed YTD Income Statement
- Past two years' completed tax returns or 1099s
- Past four months completed Business and Personal Bank statements

## IF THE LOAN IS NON-ESCROWED:

- A copy of the most recent property tax bills(s) with a copy of the cancelled checks for all applicable payments Copy of the current insurance declaration page for all applicable coverage types
- Proof of payment of all Homeowner's Association Fees (if applicable)

## IF PROPERTY IS NOT OWNER OCCUPIED:

- Copy of the rental agreement if a tenant resides in the property
- Documentation of principal, interest, taxes, insurance and homeowner dues for primary residence

## CHASE-PROVIDED FORMS THAT NEED TO BE COMPLETED:

- Completed and signed "Authorization to Provide and Release Information"—allowing a real estate agent to discuss the account with Chase
- Completed and signed "Request for Consideration of Short Sale"—Including a Hardship Affidavit that covers reduced income, increased expenses, excessive/unmanageable debt burdens, and/or insufficient cash reserves
- Completed 4506T-EZ Request for Transcript of Tax Return
- Signed Acknowledgement and Agreement concerning the legal liability for misinformation or fraud



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## INFORMATION REQUIRED FROM THE REAL ESTATE AGENT:

- Listing Agreement
- MLS Listing History
- Signed Sales/Purchase Contract
- Three Comparable Active Listing/Three Comparable Sales/Pictures of the Property and the Neighborhood
- HUD Estimated Closing Statement

## DODD-FRANK CERTIFICATION REQUIREMENT

The Dodd-Frank Wall Street Reform and Consumer Protection Act provides that no person who has been convicted within the last 10 years of mortgage or real estate fraud or any of the following felonies:

- larceny
- theft
- fraud
- forgery
- money laundering
- tax evasion

is eligible to begin receiving assistance from the Making Home Affordable Program or the Emergency Economic Stabilization Act of 2008.

- Signed Dodd-Frank Certification

## For help in completing required documentation process, call 1-866-233-5320.

Three options for returning documentation to Chase:

**FAX:** 1-866-220-4130

### REGULAR MAIL:

Chase Fulfillment Center  
P.O. Box 469030  
Glendale, CO 80246

### OVERNIGHT MAIL:

Chase Fulfillment Center  
710 South Ash St., Suite #200  
Glendale, CO 80246

## FREE DOCUMENT SHIPPING

Go to [www.fedex.com/us/office](http://www.fedex.com/us/office), and enter your ZIP code in the "Find a FedEx Location." Indicate to the counter agent at the Fed Ex/Kinkos location that the documents are being returned to Chase and they will be shipped for no charge. For more information, go to [www.chase.com/fedex](http://www.chase.com/fedex).