



CERTIFIED DISTRESSED  
PROPERTY EXPERT®

# Wells Fargo Essential Steps for Completing a Short Sale

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

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Address \_\_\_\_\_

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

## **[HTTPS://WWW.WELLSFARGO.COM/HOMEASSIST/SHORTSALE](https://www.wellsfargo.com/homeassist/shortsale)**

Leveraging the Equator platform, a Wells Fargo short sale begins when a real estate agent uploads the Third Party Authorization form.

The following forms are then uploaded individually, allowing time for review and approval of completeness.

### **HOMEOWNER DOCUMENTATION CHECKLIST:**

- Submit Third Party Authorization form
- A listing agreement—offering the property at fair market value
- A hardship letter setting forth the financial setbacks that have necessitated a short sale
- Completion of the Financial Worksheet in Equator detailing all income and expenses
- Proof of income—three most recent pay stubs
- Supporting documentation for Social Security income, unemployment compensation, or pension income
- Copies of both the 2009 and 2010 Federal Income Tax returns
- Proof of HAFA eligibility

### **HOMEOWNER DOCUMENTATION CHECKLIST:**

- Completed and signed offer
- Additional appraisal/valuation documentation as needed
- Response to initial offer occurs within 30-45 days