



Short Sale Closing Checklist

CERTIFIED DISTRESSED
PROPERTY EXPERT®

Date

Owner

Address

MLS #

Prepared by

- Make certain contract is fully executed and accurate
- Fill in executed date
- Short Sale Disclosure signed by all parties (FORM Q)
- Send client a fully executed copy and record method _____

Make certain package is complete for lender, include everything requested and possibly:

- Package cover letter (FORM Q)
- Preliminary closing statement
- Listing agreement
- MLS print out
- MLS history
- Executed contract
- Buyer pre-approval letter
- Authorization to release information (FORM A)
- Homeowner financial worksheet (FORM F)
- Hardship letter (FORM N)
- Bank statements (2 Months, all accounts)
- Pay stubs (2 Months)
- Tax returns (2 Years)
- Current utility bill
- Property photos (Show true property condition)

CHECKLIST 5, PAGE 1 OF 2



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- Market date
- Fax complete package to lender
- Mail complete package to lender
- E-mail / fax / send "What to expect" letter (Co-op broker - CDPE forms)
- 72 Hours after submission, confirm receipt of package
- Ask how long process is taking and update all parties
- Record BPO / appraisal completion date
- BPO appraiser contact information

Follow up with lender one time per week until approval or counter received and log calls / result in file management system.
Document everything

- Call 1 date: _
- Call 2 date: _
- Call 3 date: _
- Call 4 date: _
- Call 5 date: _
- Call 6 date: _
- Call 7 date: _
- Call 8 date: _
- Call 9 date: _____

- Once approval is received notify all parties of required closing date.
- Get approval signed by seller if required by lender.
- Proceed with standard closing procedure.