

## PROCESS OF SHORT SALE - Representing the Seller

1. Prepare a CMA (Comparative Market Analysis)
2. Ask seller why they would like to sell in today's market.
3. Ask seller how many months are they behind in their mortgage payment.
4. Ask for a copy of their mortgage statement. Your reference to call lender.
5. Explain that most lenders would prefer to work with Realtors rather than the homeowners. The terms and seller's charges including commission is subject to bank approval. Lender may pay for all of seller charges.
6. The lender would require a HARDSHIP letter from the borrower.
7. The lender will only discuss with the agent if there is an authorization from the seller. Get an authorization letter from the seller, authorizing the Listing Agent to receive information for the seller, loan status, negotiate for loan payoff .
  
8. Listing the property- Seller has to sign the listing agreements and all disclosures. Seller is still the title holder of the property. Have seller understand and sign Short Sale Listing Addendum ( CAR- Winform)  
If terms in the offer is received, that seller has to pay buyer's closing cost, listing agent should make a counter offer to stipulate that due to the short sale, the lender will pay for the seller some credit towards buyer's closing cost approx. \$\_\_\_\_.
  
9. Once listing agreement is signed, input to MLS to be available to other agents. Be sure to disclose "this is a short sale and the terms is subject to lender approval including commission to be split 50%." Input short descriptive words about the property that is benefits to buyer. ( Review & Adjust listing price if necessary )
  
10. Fax to the lender the Authorization Letter given by the seller to the listing agent.
11. Follow up with the lender. Ask for short sale package to be mailed to seller. Help seller to complete the package. Check with the lender where to send back the package. ( either fax or by mail ), Keep copy for your records.
- \* \* Write a cover letter to include the ff. when submitting an offer. Always use loan #.
  1. Hardship letter
  2. Financial statement
  - \* 3. 2 mos. Bank statement
  - \* 4. Recent 2 pay stubs.
  5. HUD 1 (estimate seller closing cost from escrow)
  6. CMA
  7. Listing Agreement
  8. MLS listing
  9. Residential Purchase Contract and all counter offers ( signed)
  
12. Some lenders would like to receive this package **ONLY** when there is an offer. Always be in communication with the lender. Reference with loan Nos.  
ASK for Short Sale Dept. or Foreclosure Dept.

(Training Provided by : Gloria Dinfotan )