

Luxury Realty & Management

On behalf Luxury Realty we would like to congratulate you on choosing us for your short sale. We know this is a very difficult and frustrating time, for you and your family. We want you to know that you are not alone and we will do everything within our power to help relieve some of this tension. During this process you will continue to receive phone calls and letters from your lender (s), in regards to the loans (s). We will try and have that limited, however that does not always happen.

We have included a copy of the short sale package that must be completed prior to our listing appointment. At the appointment we will complete all the necessary listing paperwork and review the short sale process in detail. We will then order the yard sign, key safe, place your home on the MLS, do internal advertising, website placement with virtual tours and start the process of finding you the best possible offer we can.

What is a short sale? A short sale is where an offer is made on the property; however the sale proceeds are less than the amount owed, with an inclusive of sale costs and other fees.

How does the short sale process works? The short sale process begins once a final purchase agreement is signed and agreed by all parties. It is then the responsibility and due diligence of the listing agent to submit the offer to the short sale division within 24 hours. The seller is required to submit the short sale package within 48 hours to the short sale division. Once we have received all necessary documentation we will review your file to make sure it is within guidelines. We will then submit the offer on your property, the financial information, and other supporting documents to our contacts within your mortgage company (s) and negotiate the short sale of your property. However, the lender (s) will contact you to set up an appointment for a BPO, this must be done. We also may need to coordinate with the title companies, attorneys, mortgage insurance companies, public trustees, etc. for the approval of your short sale. When we get the approval from your mortgage company, we will then contact all parties involved in this transaction. We will then forward your information to Equity Title to complete and close the transaction

If you would like additional information regarding short sales you can visit [the attached list of resources](#).

Please feel free to contact us by phone (702) 310-3712 or email at Rosiecki@Luxuryrm.com any time.

Sincerely,

Rhonda Osiecki

Luxury Realty & Management

Seller's Name: _____

Seller's Contact Number: _____

Property Address: _____

Due to lender guidelines, additional information may be required. If this occurs we will contact you.

ITEMS WE MUST HAVE FROM ALL PERSONS ON TITLE:

- ✓ Current copy of mortgage statement from all lenders
- ✓ Current copy of all delinquency notices and or trustee's sale
- ✓ Hardship letter (included in packet)
- ✓ Property & Borrowers Information (included in packet)
- ✓ Financial statement (included in packet)
- ✓ Third-party authorization form (included in packet)
- ✓ Most recent 2-month pay stubs
- ✓ Most recent 2-month bank statements
- ✓ Most recent 2 years tax returns
- ✓ If self employed we will need 6 months P & L statement
- ✓ Most recent HOA statement showing current or past due amount (if applicable)

ITEMS WE MUST HAVE FROM BUYERS AGENT

- ✓ Pre approval letter from buyer (s)

ITEMS WE MUST HAVE INTERNALLY (AS LISTING AGENT)

- ✓ All comps and comparative market analysis on the property
- ✓ If any damages must include all photos
- ✓ Fully executed signed purchase and sale agreement
- ✓ Estimated HUD 1
- ✓ Copy of prelim or Run Down

ITEMS LENDER WILL REQUIRE

- ✓ Appraisal/BPO
- ✓ All items from Realtor and Borrower that have been listed above

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BORROWER (S) INFORMATION

Borrowers Name: _____
Property Address: _____
Mailing Address (different then property): _____
Home Number: _____ Day Time Number: _____ Evening Number: _____
Social Security Number: _____

Co-Borrowers Name: _____
Property Address: _____
Mailing Address (different then property): _____
Home Number: _____ Day Time Number: _____ Evening Number: _____
Social Security Number: _____

PROPERTY INFORMATION

Do you currently occupy the property? _____

Please be advised that all utilities must be on and this is your responsibility and due diligence even if the property has been vacated. By initialing you are in agreement with these terms. _____
BWR Co-BWR

Is this rental property, if so we will need a copy of the rental agreement and contact information? _____

How many people currently live at the property address? _____

Have you filed for Bankruptcy? _____ What Chapter? _____ Case #: _____ Date Filed: _____

Have you been currently working with a credit counselor agency for help? _____

Counselor's Name: _____

Counselor's Phone Number: _____

Counselor's Email: _____

LENDER INFORMATION

1st Lender: _____ In Default? Yes/No

Loan Number: _____ Phone Number: _____

Principal Balance: _____ Passed Due Amount: _____

2nd Lender: _____ In Default? Yes/No

Loan Number: _____ Phone Number: _____

Principal Balance: _____ Passed Due Amount: _____

3rd Lender: _____ In Default? Yes/No

Loan Number: _____ Phone Number: _____

Principal Balance: _____ Passed Due Amount: _____

FINANCIAL INFORMATION

Seller Name/ Borrower: _____ Social Security Number: _____

Seller Name/Co- Borrower: _____ Social Security Number: _____

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AUTHORIZATION FORM

I _____ do hereby authorize
Mortgagor/Co-Mortgagor Name
_____ to release any and all information about my account to
Mortgage Company _____ and _____ Title. I understand that information released by my Mortgage
Company may include, but is not limited to, information relating to my loan amount and payment
transactions and/or the provision of copies of my loan documents. Under no circumstances will I hold them
responsible for any claims, liabilities or damages that may arise as a result of or in connection with my
Mortgage Company provision of information pursuant to the terms of this agreement.

It is my desire and request that you allow Rhonda Osiecki with Luxury Realty to communicate and
negotiate on our behalf. We will cooperate and provide any reasonable requirements that you may need.

I acknowledge that this authorization will remain in effect for the duration of the time that my Mortgage
Company serves as the loan servicer for my account. I also acknowledge that should I wish to terminate
this authorization, I will notify my lender (s) in writing.

Sincerely,

Borrower's Signature Social Security Number Date

Co-Borrower's Signature Social Security Number Date

1st Mortgage Company: _____
Loan Number: _____

2nd Mortgage Company: _____
Loan Number: _____

Property Address: _____

ONE FOR EACH MORTGAGE COMPANY