

Homeowner Document Checklist

Property Address _____

Important Instructions

All of the documentation listed below is required to process your short sale. If you cannot produce any of the required documents you must write a brief statement with a legitimate explanation why. These statements only need to be 1-3 sentences long, but they must be signed and dated. Each missing piece of documentation requires a separate statement, written on a separate sheet of paper. The example below is typed and signed, however, these statements may be hand written in black ink as well. (Blue ink can become illegible when faxed)

Example

To whom it may concern,

I do not have two recent paycheck stubs because I am currently not working. I haven't received a paycheck since I was laid off in January.

Sincerely,

Joe Homeowner 12/31/2010

Joe Homeowner

Required Documents

- Financial Information Form** – *Make sure you include ALL your expenses.*
- Hardship Letter** – *This needs to be about 3/4 to a full page explaining in great detail what happened. You want to make everything sound as bad as you can so your mortgage company will sympathize with your situation. ALWAYS ask them at the end to please accept this offer as it is your last option to stop the foreclosure and/or avoid bankruptcy.*
- Last Two Years of Income Taxes** – *You only need to include the 1040 from each year. It should only be 2 pages from each year.*
or
Written statement explaining why you don't have them
- Last Two Bank Statements**
or
Written statement explaining why you don't have them
- Last Two Paycheck Stubs**
or
Written statement explaining why you don't have them