



9411 Bolsa Ave, Ste D  
Westminster, CA 92683  
Tel: (714) 531-1794  
Fax: (714) 531-8901  
info@shortsalesavers.com

Short Sale Service For Realtors

## Option “Processing” Fax & Checklist

(Short Sale Savers ONLY PROCESSES Short Sale Listing)

**TO:** Joe Phan or Email to mail@shortsalesavers.com

**FAX TO:** (714) 531-8901

**RE: PROPERTY ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**FROM: AGENT NAME:** \_\_\_\_\_  
**COMPANY** \_\_\_\_\_

**COMPANY ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**PHONE** (\_\_\_\_) \_\_\_\_\_  
**FAX** (\_\_\_\_) \_\_\_\_\_  
**CELL** (\_\_\_\_) \_\_\_\_\_  
**EMAIL** \_\_\_\_\_

**Enclosed herein please find completed in 2 steps:**

**Step 1:** Please assist your client to complete following items. Your client must sign all CAR forms with your broker office.

1. Short Sale Authorization – Seller(s) signed
2. C.A.Rs: Residential Listing Agreement (RLA), Short Sale Listing Addendum (SSL), Disclosure Regarding Real Estate Agency Relationships (AD)
3. Short Sale Qualification – A Proposal Short Sale to lender(s)
4. C.A.R: Referral Fee Agreement – Between referring Broker & Short Sale Savers
5. The copy of existing mortgage coupon(s)
6. Complete Referring Lead Property Application

**Step 2:** Please assist your client and your broker office to provide following:

- a. Proof of income (most recent 3 pay periods)
- b. Bank statements (most recent 3 months)
- c. Tax return for last 2 years including W2's or 1099's
- d. A copy of 3 most recent mortgage statements or payment coupons
- e. Hardship letter and supporting documentation
- f. Financial statement
- g. Marketing Effort(s) - 3 lowest active, pending, and sold comparables
- h. Termite Inspection Report

**Step 3:** Upon the receipt of qualified Purchase Offer(s), good to be more than 2 offers. Please complete following:

- 1. Qualified Purchase Offers 
  - a. C.A.Rs: Executed Purchase Agreement (RPA-CA), Addendum(s) (ADM), Cooperating Broker Compensation (CBC), Disclosure Regarding Real Estate Agency Relationships (AD)
  - b. A copy of FICO Score of Credit Report
  - c. Proof o loan program guidelines
  - d. Proof of funds
  - e. Buyer pre-approval letter
- 2. Net Sheet Estimated
- 3. Marketing Effort(s) - 3 lowest active, pending, and sold comparables
- 4. Termite Inspection Report

Note: Complete and e-mail or fax a Short Sale prequalification form to [mail@shortsalesavers.com](mailto:mail@shortsalesavers.com) prior to submission of your Short Sale package to make sure your proposed Short Sale is a viable deal.