

Seller Documentation Required for Short Sale Consideration

- () Enclosed Authorization Letter
- () Written explanation of the cause of the current financial situation. (Hardship Letter)
- () The enclosed Personal Financial Statement, completed and signed.
- () Copy of your last 2 pay stub(s) which include year-to-date information.
- () Copy of last three months' bank statements for all deposit accounts.
- () Copy of your 2 most recent federal tax returns, with all schedules and attachments including W-2s.

Financial Worksheet

PROPERTY INFORMATION			
Subject Property Address (Street, City, State & Zip Code)			No. of Units
Borrower	BORROWER INFORMATION		Co-Borrower
Borrower's Name (include Jr. or Sr. if applicable)		Co-Borrower's Name (including Jr. or Sr. if applicable)	
Social Security No.	Home Phone (include area code)	Social Security	Home phone (include area code)
<input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Unmarried (include single, divorced, widowed)	<input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Unmarried (include single, divorced, widowed)
Present Address (street, city, state & zip code) ___ own ___ rent ___ # yrs		Present Address (street, city, state & zip code) ___ own ___ rent ___ # yrs	
Borrower	EMPLOYMENT INFORMATION		Co-Borrower
Name of Employer	<input type="checkbox"/> Self-employed		Name of Employer
Business Phone (include area code) _____		Business Phone (include area code) _____	
MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION			
Monthly Net Income (Take Home)	Borrower	Co-Borrower	Total
Net Employment Income(Take Home)	\$	\$	\$
Overtime			
Bonuses			
Commissions			
Net Rental Income			
Total(Take Home)	\$	\$	\$
Self employed Borrower(s) may be required to provide additional documentation such as tax returns and financial statements. Describe other income such as alimony, child support or separate maintenance income need not be revealed.			
B/C	Description		Monthly Amount
			\$
			\$
STANDARD MONTHLY OBLIGATIONS			
Food:	Child Care:	Mortgage Pmt:	
Utilities:	Transportation:	Car Pmt:	
Telephone:	Insurance/Car:	Other:	
Insurance/Health:	Cable:	Other:	
Medical Bills:	Insurance/Life:	Other:	

Financial Information Statement

*** This is not an application ***

ASSETS AND LIABILITIES

Assets		Liabilities				
Description	Cash Value	Liabilities & Pledged Assets: List the creditor's name and account number for all outstanding debts including automobile loans, revolving charge accounts, real estate loans, alimony, child support, stock pledges, etc. use extra sheets if necessary.				
List checking and saving accounts below:		Description	Monthly Pmt & #s to pay	Unpaid Balance		
Name of Bank, S&L or Credit Union		Name of Company	\$ Pmt & Mos	\$		
Acct Number	\$	Acct Number:				
Name of Bank, S&L or Credit Union		Name of Company	\$ Pmt & Mos	\$		
Acct Number	\$	Acct Number:				
Stocks & Bonds	\$	Acct Number:				
Company Name/Description		Name of Company	\$ Pmt & Mos	\$		
Life Insurance net cash value	\$	Acct Number:				
Face Amount: \$		Name of Company	\$ Pmt & Mos	\$		
SUBTOTAL LIQUID ASSETS	\$	Acct Number:				
Real Estate Owned (enter market value from schedule of real estate owned below)	\$	Acct Number:				
Vested Interest in Retirement fund	\$	Name of Company	\$ Pmt & Mos	\$		
Net worth if business(es) owned (Attach Financial Statement)	\$	Acct Number:				
Automobile owned (Make and Year)	\$	Name of Company	\$ Pmt & Mos	\$		
Automobile owned (Make and Year)	\$	Acct Number:				
Other Assets (Itemized)	\$	Name of Company	\$ Pmt & Mos	\$		
		Acct Number				
Total assets (a)	\$	Net Worth (a-b): \$	Total Liabilities (b)	\$		
Schedule of Real Estate Owned (if additional properties are owned, use extra sheets)						
Property Address (enter S if sold, PS for pending sale, R if rental held for income)	Type of Property	Present market Value	Amount of Mortgages & Liens	Gross Rental Income	Insurance, Maintenance, Taxes & Misc.	Net Rental Income
		\$	\$	\$	\$	\$
	Totals	\$	\$	\$	\$	\$
I/We certify that the information provided in this statement is true and correct as of the date of this statement.						
Borrower's Signature:		Date:	Co-Borrower's Signature:		Date:	

AUTHORIZATION TO RELEASE INFORMATION

(PLEASE FILL OUT COMPLETELY)

NAME:

PROPERTY ADDRESS:

BORROWER SOCIAL SECURITY NUMBER:

CO-BORROWER SOCIAL SECURITY NUMBER:

I/WE HEREBY AUTHORIZE THE FOLLOWING PARTIES TO RECEIVE INFORMATION ON MY/OUR BEHALF IN REGARDS TO THE SHORT SALE, TRANSFER, OR PAYOFF OF THE LOAN/ACCOUNT FOR THE ABOVE REFERENCED PROPERTY:

KELLER WILLIAMS REALTY / TEAM TREXLER

ph.253-335-6599

alt. ph. 253-232-3299

fx.253-881-4635

email: Lisa@TeamTrexler.com

LENDER ONE:

BALANCE (as reflected on most recent statement):

LOAN / ACCOUNT NUMBER:

PHONE AND/OR FAX:

LENDER TWO:

BALANCE (as reflected on most recent statement):

LOAN / ACCOUNT NUMBER:

PHONE AND/OR FAX:

LENDER THREE:

BALANCE (as reflected on most recent statement):

LOAN / ACCOUNT NUMBER:

PHONE AND/OR FAX:

BORROWER

DATE

CO-BORROWER

DATE

Financial Information Statement

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