



SHORT SALE SUBMISSION FORM REALTOR

General Information

Listing Agent	Watson Office
Agent Email	Agent Office #
Agent Cell #	Agent Fax #

Property Address

Street, City, Zip

Buyer Information (See Attached – Form For Sellers)

Buyer Name	Buyer Name
Buyer Email	Buyer Email
Buyer Phone #	Buyer Phone #
Buyer Agent	Buyer Agent
Agent Email	Agent Email
Agent Phone #	Agent Phone #

SHORTSALE SUBMISSION FORM TITLE AGENT

Title Agency Name: Watson Title Services of N. FL, Inc
Contact: Kristin Sparks
Email: ksparks@watsontitle.net
Office #: (904) 436-1454 or (904) 687-6667 cell

Listing Agent Signature

Date

Title Agent Signature

Date



CERTIFIED DISTRESSED
PROPERTY EXPERT™

SAMPLE COVER LETTER

(Lender)
(Attn: Loss Mitigation Dept.)
(Re: Seller Name)
(Account Number(s))
123 Main Street
Any City, CA 91111

Short Sale Cover Letter

RE: Property Address, City, ST ZIP

Please accept the following information along with the complete short sale package that follows.

This particular property has been on the market since XXXXX and despite all of the marketing that has been done for the listing, this is the only offer that we have received in XX months. We have had the property listed on top real estate websites with a virtual tour and multiple photos. Please reference the list of marketing that has been done for the property. We have gradually reduced the price over the course of the listing to generate market interest and we are still actively showing the property. The house is currently listed at XXXXXXXX and there have not been any showings since we made this reduction on XX/XX/XX.

List of Advertising

- Company Site
- Your Listing Website
- Realtor.com
- Homes Magazine
- Sign in Yard
- Etc.

Description

This property was built in 1960 and has had little or no upgrading. The house also backs up to a warehouse district which makes it less desirable for a lot of the buyers in a market where there are many options. The property has been well cared for but is dated and needs significant renovations to meet with today's standards.

Visible Repairs Needed

- Needs new carpet in bedrooms
- Cracked tiles in living area and kitchen backsplash
- Missing framework on laundry door frame
- Missing laundry room doors
- Over grown lawn and landscaping
- Needs interior and exterior paint
- Needs deep and thorough cleaning
- Trash removal



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SAMPLE COVER LETTER

There are currently 31 properties on the market in the XXXXXXXX subdivision with list prices as low as \$144,900 for a 3/2. The last closed sale was on 10/31/2007 for a 4/2 home that sold for \$205,000 and is 200 square feet larger than the subject. There is currently one property that is pending sale; it is also a 4/2 with a list price of \$130,000. I have included this information in the CMA provided directly from the MLS for your review.

Given the current market condition and the overall condition of the property, it is my opinion that it would not be in the best interest of XXXXXXXXXXXX to proceed with a foreclosure on this property. I am very familiar with the area in which this property is located and I am more than willing to provide any additional information that you would need in order to decide to allow this short sale to go through.

I hope that with this additional information we can do what is in the best interest of all parties and proceed to closing.

Thank you,

Your Name
Brokerage
Contact Information



Explanation for Lender

Please explain in as much detail as possible way:

1. The Lender Should Accept Your Submitted Offer
2. Why the Listing Price is Reasonable

Please include the following in your explanation:

1. Recent and Valid Comps
2. Market Data and Conditions (declining market, evidence, articles, etc.)
3. Property Condition
4. Deferred Maintenance
5. Contractor Bids

Please also include a MLS Report on competitive Listings, History, Etc.

WE MUST HAVE A REASON TO SUPPORT WHY THE LENDER SHOULD SHORT THE EXISTING LEINS.

Value and Condition are the two largest areas to be addressed.

- Please include, at a minimum the following:
- Comps
- Photos
- Market Data
- Property Condition Notes
- Listings/Solds in past 3 months
- Contractor Estimates
- Other Relevant Data
-

Please see ESTIMATE OF CONDITIONS AND REPAIRS as a guide when supplying this information.



ESTIMATE OF CONDITION AND REPAIRS

Seller Name _____
 Property Address _____

Inspection	Repair/Replacement Required	Estimated Repair Costs
Structural Components		
Foundation, Basement, Crawl Space		\$
Walls		\$
Columns or Piers		\$
Floors		\$
Ceilings		\$
Roof Structure or Attic		\$
Exterior		
Doors (Exterior)		\$
Windows		\$
Decks, Balconies, Stoops, Porches, Patio		\$
Driveway, Walkways, Retaining Walls		\$
Systems		
Plumbing		\$
Hot Water System		\$
Electrical System		\$
Heating System		\$
Air Conditioning System		\$
Well or Septic		\$
Irrigation		\$
Interior		
Ceilings		\$
Walls		\$
Kitchen		\$
Bathrooms		\$
Appliances		\$
Other:		\$
Are there possible illegal additions or enclosures (i.e., any converted carport/garage or porch area)		\$
Total Estimated Repairs		\$