



SHORT SALES LISTING CHECK LIST

Seller Must Provide the following Items

1. Tax Returns 2006, 2007
2. 3- Month Bank Statements
3. Current Paystub (1 Month) or Profit and Loss if Self Employed
4. Stock, IRA, 401K Statements
5. 1ST Mortgage Statement
6. 2nd Mortgage Statement
7. 3rd Mortgage Statement
8. Hardship Letter
9. Current Mortgage Payment Status – How many late or non-payments up to today?

Listing Agents Must Prepare the following Items

1. Exclusive Listings Agreements – 6% Commission (Form RLA)
2. Agency Disclosure (Form AD)
3. Seller & Buyer Advisory (Form SBSA)
4. Tuscany Short Sales Advisory
5. Authorization to Receive and Convey Information (Form ARC)
6. If the property is rental property, we also need Tenant to Sign the Form

Transaction Coordinator Must Prepare the following Items

- The Complete Disclosure Package
- JPC Geologist
- Home Inspections (If possible)
- Termite Inspection (If possible)
- Note: Seller Must be in compliance with the Disclosure Laws

Tips

MSL Listing- You need to Disclose the following on the Private/Broker Lines:

Private : Short Sales - All Terms are Subject to Lender Approval. Approved Commission to be Split 50/50. We are EXPERIENCED in short sales. Fax offers w/pre-approval and proof of Down payment. Use CAR FORM/CONTRACT ONLY.

Escrow: Open with **Fidelity National Title**

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Escrow Officer

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Highest Offer may not be the best offer. You need to make sure Buyers are Qualified and Motivated to Close. Make Sure Buyer DEPOSIT the Check to Escrow.