



## *Short Sale Checklist*

### **Agent**

- Completed SOS Order Form
- Signed SOS/Listing Agent Agreement
- **Signed** Agreement & Tax Consequences form from your seller
- Realtors Listing Agreement w/Seller
- Copy of MLS & PDC

### **Seller**

- 2 Most Recent Years Tax Returns
- 2 Most Recent Pay Stubs
- 2 Most Recent Bank Statements
- Hardship Letter
- 3rd Party Authorization for Lender
- Lender Financial Package
- Please notify SOS if this is an FHA loan as you will need other additional documents.
- \$200 Processing Fee

Fax new files to 1877-767-0448 and mail processing fee to  
P.O. Box 440787 Aurora CO 80044-0787

All short sale files will begin 24 hrs after processing fee is received.

**Office 303-435-5127/ Fax 1-877-767-0448**

**Email [admin@sosteamlc.com](mailto:admin@sosteamlc.com)/[www.sosteamlc.com](http://www.sosteamlc.com)**



## Order Form

• Agent Name \_\_\_\_\_ Email \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_  
Brokerage \_\_\_\_\_ Address \_\_\_\_\_

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**Fair Market value \$ \_\_\_\_\_ Listed at \$ \_\_\_\_\_**

• Subject Property \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Sellers Names \_\_\_\_\_ County \_\_\_\_\_  
Sellers Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
SS# \_\_\_\_\_ Co Borrower SS# \_\_\_\_\_

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• (FHA) (CV) (SP) Loan # \_\_\_\_\_ **Amount Owed \$ \_\_\_\_\_**  
1st Lender Name \_\_\_\_\_ Lender Phone \_\_\_\_\_  
Months Behind \_\_\_\_\_

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• (CV) (SP) Loan # \_\_\_\_\_ **Amount Owed \$ \_\_\_\_\_**  
2nd Lender Name \_\_\_\_\_ Lender Phone \_\_\_\_\_  
Months Behind \_\_\_\_\_

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• Loan # \_\_\_\_\_ **Amount Owed \$ \_\_\_\_\_**  
Other Liens \_\_\_\_\_ Lender Phone \_\_\_\_\_  
Title Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Fax new files to 1877-767-0448 and mail processing fee to  
P.O. Box 440787 Aurora CO 80044-0787

All short sale files will begin 24 hrs after retainer is received.

Office 303-435-5127/ Fax 1-877-767-0448/ Email [admin@sosteamllc.com](mailto:admin@sosteamllc.com)/[www.sosteamllc.com](http://www.sosteamllc.com)



**Short Sale Agreement and Tax Consequences**

In consideration of my participation in the short sale program, I, the undersigned participant, hereby release, discharge and covenant to hold harmless the SOS Team, LLC and my Realtor \_\_\_\_\_, its agents, advisors or any one or more of them, from any and all claims, demands, damages, costs, expenses, actions and causes of action, present or future, on account of my decision to sell my property and continuation of nonpayment of my mortgage(s). I acknowledge that I am behind on my mortgage payments on my house located at \_\_\_\_\_.

I also understand that that my credit has been damaged by my lack of payment on my mortgage, and will only get worse for nonpayment. I am placing my house for sale because I have no means of paying my delinquency with my bank. My objective in placing my house for sale is to try to avoid the foreclosure. I understand that there is no promise, stated or otherwise, by the SOS Team, LLC or my Realtor \_\_\_\_\_ that I will avoid the foreclosure. It has been explained to me that if my house is sold and I avoid foreclosure, the mortgagor will either place me in collections and pursue the deficiency balance or they will pardon the deficiency balance, in which case I would receive a 1099-C. If I do receive a 1099-C, the amount on the form will be considered as income for tax purposes. Although the H.R. 3648, The Mortgage Forgiveness Debt Relief Act of 2007 has been signed by the president, It has not been added to IRS agenda yet. Until then we will still have this disclosure signed. Please note that the H.R. 3648 Act does **NOT** apply to investment property and you **WILL** have to pay taxes on your 1099.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Listing Agent Agreement

### Subject Property Address

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agent Name: \_\_\_\_\_ Company \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Fax: \_\_\_\_\_

THE SOS TEAM, LLC HERE BY PROPOSES TO PERFORM THE TASKS  
NECESSARY FOR COMPLETION OF A SHORT SALE.

This short sale is known to have (1) or (2) Lien holders. The task includes, but is not limited to the listing agent submitting all documents requested by the short sale coordinator. This is in the form of a “checklist” of required forms to be given to the agent’s seller(s). The documents are to be submitted to the short sale coordinator in a timely manner. Please consult your coordinator for any questions you may have as the agent as well as questions your seller may have.

- The above task is guaranteed to be as specified and the above work to be performed in accordance with short sale procedures submitted above. Payment plan is as followed below.

\$200 Upfront Processing fee ( non refundable)

\*\$650 at closing for file 0-170k

\*1/2 percent minus \$200 for closings 171k +

- I understand that there is no promise stated or otherwise, Made by the SOS Team, LLC that my listing will avoid foreclosure.
- Realtor or Investor is responsible for the foreclosure laws in the State and County which the property resides.
- The acceptance of this proposal, the above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

\_\_\_\_\_  
Listing agent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print



**Third Party Authorization**

Date \_\_\_\_\_

To whom it may concern:

I \_\_\_\_\_ give my permission to my lender(s), \_\_\_\_\_ / \_\_\_\_\_

To speak with my title company \_\_\_\_\_ of \_\_\_\_\_,

**My short sale specialists, Kimberly King & Jennifer Johnson of the SOS Team, LLC**

And my Listing Agent \_\_\_\_\_ of \_\_\_\_\_ regarding my property

at: \_\_\_\_\_.

1st Loan # \_\_\_\_\_ SS# \_\_\_\_\_

2nd Loan# \_\_\_\_\_ Co-SS# \_\_\_\_\_

Sincerely,

\_\_\_\_\_/\_\_\_\_\_  
Sign Date

\_\_\_\_\_/\_\_\_\_\_  
Print