

Short Sale Document Requirements

Third Party Authorization	<ul style="list-style-type: none"> Stewart Title or bank specific authorizations required. We cannot be added to the authorization from the real estate office or other short sale company. Must include: 1) Loan Number 2) Lender Name 3) Property Address 4) Date 5) Signature for ALL borrowers. Must be dated within 30 days at the time of submission to the lender. Separate authorization required for each loan. Even if it is the same lender, sometimes first and second liens are handled by different departments.
Hardship Letter	<ul style="list-style-type: none"> Detailed account of the circumstances that have led to the homeowner's inability to continue paying on the mortgage(s). Hardship Reasons include, but are not limited to: unemployment, reduction in income, medical condition, forced relocation for employment, divorce. MUST be signed! MUST be dated within 30 days at time of lender submission. Hardship letters should be updated a minimum of every 90 days!
Financial Application	<ul style="list-style-type: none"> Most lenders require specific applications to be completed. Please see the attached Lender list to see if your lender requires a specific application. Multiple applications with duplicate information may be requested by the lender/investor. Each must be COMPLETELY filled out! Homeowner should provide a detailed and comprehensive overview of EVERY monthly expense. This is how the lender determines inability to maintain the mortgage payment. Attach additional pages as necessary. If the lender does not require a specific application there is a Financial Worksheet in the Stewart Title short sale package.
Bank Statements	<ul style="list-style-type: none"> Most current 60 days required at the time of lender submission. EVERY page. Be sure to copy the back of two-sided documents. If the statement says 1 of 5 we need all 5 pages; even if they are blank. Statement MUST have the bank logo/name, account number, name and address of the account holder. Many banks will NOT accept online statements. Updated bank statements should be provided monthly upon receipt.

Bank Statements Continued	<ul style="list-style-type: none"> ▪ If you do not have a bank account a letter, separate from the hardship letter, must be submitted stating that there is no bank account. This letter must be signed and dated within 30 days at the time of lender submission. ▪ The lender will have record of all existing bank accounts. An explanation letter is not acceptable if you are just unable to provide a statement. All statements for all accounts are required to move the short sale forward.
Income	<ul style="list-style-type: none"> ▪ Pay Stubs: Most current 30 – 60 days detailed pay stub. ▪ Social Security: Most current year's benefit statement. ▪ Pension/Retirement: Most current 30 – 60 days of statements. ▪ Self-Employment: Year to Date Profit & Loss ▪ Unemployment: Benefit statement ▪ Rental Income: Signed and dated ledger of rent received or copies of rent checks. Must detail current 90 days at time of lender submission. ▪ No Income: Letter separate from hardship letter stating that there is no income. Letter must be signed and dated within 30 days of lender submission.
4506T	<ul style="list-style-type: none"> ▪ The 4506 is NOT a replacement for the tax returns and copies of returns should be provided as requested by the lender/investor. ▪ Fields required to be completed: <ul style="list-style-type: none"> • Sections 1a & 2a - Name of all parties who filed on return. • Sections 1b & 2b - Social Security number of all parties • Section 3 - Current address • Section 4 - Previous address • Section 6 • Section 9 – Show last 2 tax years • All parties to sign and date in the “Sign Here” section • Provide phone number
Tax Returns and W2's	<ul style="list-style-type: none"> ▪ Most lenders require the last 2 years tax returns; all schedules and W2's. ▪ Page 2 of each tax return should be signed and dated. ▪ The 4506 is not a replacement for providing tax returns as requested!
Investment Statements	<ul style="list-style-type: none"> ▪ Most current quarter's statement required. Should be updated every quarter throughout the process. ▪ All pages of the statement are required!
Stewart Title Hold Harmless	<ul style="list-style-type: none"> ▪ Signed and dated by seller. ▪ The short sale file will not be submitted until the signed hold harmless is returned to the Stewart Title short sale coordinator.

Listing Agreement/ Exclusive Right to Sell Contract	<ul style="list-style-type: none"> ▪ Provide complete property address. ▪ Valid for a minimum of 90 days from the time of lender submission. ▪ Signed & dated by seller(s) and agent. Electronic signatures NOT accepted!
MLS Listing	<ul style="list-style-type: none"> ▪ Showing a print date within 30 days of time submitted to lender.
Purchase Contract	<ul style="list-style-type: none"> ▪ Contract & Addendums MUST include the complete property address. ▪ Valid for a minimum of 90 – 120 days from the time of lender submission. ▪ Signed and dated by ALL parties: seller, buyer and both agents. ▪ Names should be printed legibly under signatures. ▪ Make sure ALL required signature fields are signed and dated! ▪ Include an “As Is” clause within the contract or provide an addendum. ▪ Purchase Contract MUST be legible! ▪ Addendums must be signed and dated by ALL parties. ▪ Electronic signatures are NOT accepted for any party.
Mortgage Buyer Preapproval Letter	<ul style="list-style-type: none"> ▪ Must be dated within 60 days of lender submission ▪ Must be on lender letterhead and have name and contact information for loan originator. ▪ Must include the name of the borrower. ▪ Must include the sales price / loan amount.
Cash Buyer Proof of Funds	<ul style="list-style-type: none"> ▪ Bank Statement on bank letterhead showing the buyer name. ▪ Dated within 30-60 days of lender submission. ▪ Names on bank statement MUST match buyer shown on purchase contract. ▪ Some short sale lenders will accept a letter from the buyer’s lending institution for proof of funds.

Lenders with specific application/authorization/document requirements:

(Please note that lenders not listed here may still have additional required documentation!)

◆ Bank of America	◆ Wells Fargo Home Mortgage	◆ CitiMortgage
◆ GreenTree	◆ Specialized Loan Servicing	◆ Seterus, Inc.
◆ Flagstar Bank	◆ SunTrust Mortgage	◆ Fifth Third Bank
◆ NationStar Mortgage	◆ CCO Mortgage	◆ Citizen’s Bank
◆ GMAC Mortgage	◆ Ocwen Mortgage	◆ PNC Bank

Remember that Stewart Title will not submit the short sale package until all required documents, complying with all of the above requirements, have been received.

Documents will not be submitted in pieces or if information is missing.

Please contact Stewart Title if you have any questions regarding document requirements.