

Homeowner Document Checklist

Please give this checklist to the homeowner during your listing appointment, but do not collect or send the homeowner documents until you have an offer on the property. Once you have an offer in hand, please send all the documents listed.

Property Address: _____

Important Instructions

All of the documentation listed below is required to process your short sale. If you cannot produce any of the required documents you must write a brief statement with a legitimate explanation why. These statements only need to be 1-3 sentences long, but they must be signed and dated. Each missing piece of documentation requires a separate statement, written on a separate sheet of paper. The example below is typed and signed, however, these statements may be handwritten in black ink as well (Blue ink can become illegible when faxed).

If you cannot produce any of the required documents, you must write a brief statement with a legitimate explanation why.

Sample Explanation Letter for Missing Document

To whom it may concern,

I do not have two recent paycheck stubs because I am currently not working. I haven't received a paycheck since I was laid off five months ago in January. I do not receive unemployment or have any other source of income.

Sincerely,

John Doe 12/21/2012

John Doe

Checklist

- Financial Information Form** - *Make sure you include ALL your expenses for all parties in the household who earn income and contribute to the expenses.*
- Hardship Letter** - *This letter should be one page long, including signatures and date, signed by whoever is on the bank mortgage. Request a short sale for the property and detail the circumstances that prevent you from meeting your mortgage obligations—loss of employment, loss of income (shortened hours), illness, medical bills, re-location to seek employment or work a new job, etc.*
- Most Recent Two Years of Complete, Signed Federal Income Tax Returns and W-2s for Both Years—DO NOT SEND STATE RETURNS**
or
A written statement explaining why you don't have them.
- Most Recent Two Bank Statements**
or
A written statement explaining why you don't have them.
- Most Recent Two Paycheck Stubs or Unemployment Statement**
or
A written statement explaining why you don't have them.
- Most Current Mortgage Statement for Each Lien on the Property**
- Any Lender-Specific Short Sale Forms that may be required and which will be furnished to you by your lender**

SAMPLE HARDSHIP LETTER

Date

Lender Company Name

Re: (put property address and loan # here)

To Whom It May Concern:

I am no longer able to meet my mortgage obligation with you because I lost my job two months ago and have not been able to find another job. I have used my savings to pay for all my expenses and I am not eligible for unemployment, so I currently have no income, and I have also had some recent medical expenses that were not covered by my former health insurance.

I have a real estate agent who will list and market my home as a short sale, and we hope to be able to get a good price for it.

I am requesting a short sale on my property.

Sincerely yours,

Jane Smithson

Jane Smithson

Financial Information Form

Borrower			Co-Borrower		
Borrower's Name			Co-Borrower's Name		
Social Security #	Home Phone	Work Phone	Social Security #	Home Phone	Work Phone
Property Address					
EMPLOYMENT					
Borrower Employer		How Long?	Co-Borrower Employer		How Long?
Position	Gross /pay period \$	How often paid?	Position	Gross /pay period \$	How often paid?
# of Dependents	Net pay / period \$	Commission/Bonus \$	# of Dependents	Net pay / period \$	Commission/Bonus \$
Other monthly income - Description		Amount \$	Other monthly income - Description		Amount \$
MONTHLY EXPENSES					
HOUSING	\$	MISCELLANEOUS	\$	OTHER	\$
Hazard Insurance		Health Insurance		Bank/Finance	
Electric Gas		Medical Bills		Credit card (1)	
Phone		Food		Credit card (2)	
Water & Sewer		Auto (1)		Credit Card (3)	
Home Maint.		Auto (2)		Personal/Life Ins.	
First Mortgage		Auto Insurance		Club/Union Dues	
Second Mortgage		Auto Gas		Cable TV	
H.O.A.		Auto Maintenance		Religious Contr.	
Other Liens		Child Care		Dry Cleaning	
Other		Child Support		Clothing	
Other		Alimony		Entertainment	
Other		Other		School Tuition	
ACCOUNT BALANCES AND ASSETS					
Checking A/C Balance		Savings A/C Balance		CD/s, Stocks, 401K, IRA, Etc.	
Approx. Value of Home		Other Assets			
<p>Certification: I/We certify that the information provided in this Financial Information Form is true and correct as of the date set forth opposite my/our signature(s) on the form and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained on the form may result in a civil liability and/or criminal penalties. I/We authorize the lending institution to verify this information, including verification of employment and account balances.</p>					
Borrower's Signature		Date	Co-Borrower's Signature		Date

Request for Transcript of Tax Return

OMB No. 1545-1872

▶ Request may be rejected if the form is incomplete or illegible.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

Caution. If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2010, filed in 2011, will not be available from the IRS until 2012. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. _____

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved **identity theft** on your federal tax return

Caution. Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

		Phone number of taxpayer on line 1a or 2a
▶ Signature (see instructions)	Date	
▶ Title (if line 1a above is a corporation, partnership, estate, or trust)		
▶ Spouse's signature	Date	