



6925 South Union Park Center, Suite 160
Midvale, Utah 84047
Phone (801) 307-0160
Fax (801) 307-0170

Short Sale Request

To: Lender 1st _____ Loan No. _____

To: Lender 2nd _____ Loan No. _____

From: _____, Escrow Officer, File No. _____

The Seller/Borrower and their Realtor have provided us with the following documentation and have instructed us to submit this package to you this _____ day of _____, _____. Please accept this package as a Request for a Short Sale. Attached you will find the following documents:

- Hardship Letter
- Authorization Letter
- Financial Statement
- Real Estate Purchase Contract
- Net Sheet (Estimated HUD)
- Commitment for Title Insurance (PR)
- Copy of Current Mortgage Statement
- Copy of Previous 2 year's tax returns
- Copy of W-2's
- Copy of Bank Statements (2 current months)
- Copy of Pay Stubs (2 current months)
- Copy of 401 K and/or Retirement Statement

The Sellers/Borrowers Real Estate Agent is _____ with _____ and can be reached at _____ or by E-Mail at _____ so please contact them directly to schedule the Appraisal/BPO. Should you have any questions or need any further information please feel free to contact me.

Sincerely,

Integrated Title Insurance Services, LLC



WHEN EXPERIENCE AND EXPERTISE MATTER



Lender 1st _____ Loan No. _____
Lender 2nd _____ Loan No. _____
ITS File No. _____

Seller/Borrowers Acknowledgement and Authorization

I/We certify that the financial information provided in this packet is true and is an accurate account of my/our financial condition.

I/We consent for my mortgage lender, mortgage servicer and mortgage insurance company to engage in discussions and negotiations with me/us and/or the parties designated below and to share information about my/our mortgage and personal financial situation with the parties designated below regarding my/our Short Sale Application. I/we acknowledge that the above referenced parties are under no obligation to agree to a Short Sale and that representation has not been made at any time by any party involved in this process, that my mortgage will be modified or that a Short Sale will be authorized.

I/We acknowledge that the payments on my mortgage are delinquent and that any collection efforts currently in progress including foreclosure proceedings, will continue without delay while Short Sale options are being reviewed.

I/We agree that discussions and negotiations of a possible Short Sale will not constitute a waiver of, or defense to, my/our lender's right to commence or continue any foreclosure or other collection action. The foreclosure action will cease only if, and when, my/our lender has approved a Short Sale in writing and the agreed upon Short Sale is completed prior to foreclosure.

I/We have had the opportunity to consult with legal and/or tax counsel prior to signing this document, and I/we willingly agree to these terms and conditions whether or not I/we elected to retain such counsel.

I/We are in the process of attempting to close this Short Sale Transaction through Integrated Title Insurance Services, LLC as Escrow Agent. As part of this process Integrated Title will need to verify information pursuant to the above referenced Loan/Debt and obtain a written payoff demand statement and/or Short Sale Approval prior to closing. I/We do hereby authorize the release of the above information to my/our Real Estate Agent

_____ with _____
who can be contacted at _____ or by E-Mail at _____
and to our Escrow Officer _____ with Integrated Title who can be reached at _____ or by E-Mail at _____ or their assistant _____ who can be reached at _____ or by E-Mail at _____.

Your prompt attention to this request is greatly appreciated.

SELLER/BORROWER:

Signature and Date

Signature and Date



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Hardship Letter

Lender 1st _____ Loan No. _____

Lender 2nd _____ Loan No. _____

ITS File No. _____

Sellers/Borrowers Printed Name: _____

SSN: _____ SSN: _____

Property Address: _____

To Whom it May Concern,

Please accept my request for a short sale on this property. We are no longer able to continue to make our Mortgage Payments due to the following circumstances:

Sincerely,

Seller/Borrower Signature & Date

Seller/Borrower Signature & Date



Lender 1st _____ Loan No. _____
 Lender 2nd _____ Loan No. _____

Financial Statement

Borrower Information					
Borrower Name:		Social Security No.:	Co-Borrower Name:		Social Security No.:
Borrower Birth Date (optional):			Co-Borrower Birth Date (optional):		
Borrower Phone No.:			Co-Borrower Phone No.:		
<small>Day:</small>		<small>Evening:</small>	<small>Day:</small>		<small>Evening:</small>
Home Address:			Home Address:		
City:	State:	Zip Code:	City:	State:	Zip Code:

Employment Information								
Employer Name:		Position Held:		Employer Name:		Position Held:		
Employer Address:			Employer Phone No.:		Employer Address:			Employer Phone No.:
Employer City:		Employer State:	Employer Zip Code:		Employer City:		Employer State:	Employer Zip Code:
Employment Dates:			Annual Salary:		Employment Dates:			Annual Salary:

Dependents			
Name	Relationship	Date of Birth	Daycare (Y/N)?

Rental / Leasing Information (if NOT owner occupied)				
Address of property involved in mortgage default relief				
Address:		City:	State:	Zip Code:
Tenant Name:		Monthly Rent:	Month Last Paid:	Date Lease Expires:



Lender 1st _____ Loan No. _____
 Lender 2nd _____ Loan No. _____

Financial Statement

Assets			
Description	(1)	(2)	(1-2) Net Value
Cash			
Checking and Savings Account Balances			
Certificates of Deposits (CD's)			
Stocks / Bonds / Mutual Funds			
Retirement Assets [401 (k)'s, IRA's. etc.]			
Total Liquid Assets			
	Est. Value	Amount Owed	Net Value
Primary Home			
Other Real Estate			
Automobile #1 Make/Model/Yr			
Automobile #2 Make/Model/Yr			
Cash Value of Life Insurance			
Personal Property [computers, art, furniture, jewelry]			
Other Assets			
Total Non-Liquid Assets			
TOTAL ASSETS			

Monthly Income			
Description	Borrower	Co-Borrower	Total
Gross Salary / Wages			
Overtime Wages			
Commissions			
Bonuses			
Social Security			
Disability (short or long-term)			
Other Income (interest, rental, etc.)			
Alimony			
Child Support			
Total Monthly Income			
less: Federal, FICA, and State Income Tax ** (enter as a negative number)			
Other deductions ** (enter as a negative number)			
Total Deductions			
NET PERSONAL INCOME			



Lender 1st _____ Loan No. _____
 Lender 2nd _____ Loan No. _____

Financial Statement

Monthly Expenses			
Description	Mo. Payment	Balance	Past Due Amt.
Household Expenses			
Primary Home Mortgage (inc. taxes and insurance)			
Property taxes on primary home (if not included above)			
Insurance on primary home (if not included above)			
Rent payment (if primary home is not owner occupied)			
Maintenance on primary home			
Other mortgages			
Utilities (inc. water, gas, electric, etc.)			
Telephone			
Cable television			
Groceries and toiletries			
Home owners association dues and/or fees			
Total Household Expenses			
Dependent Expenses			
Alimony			
Child support			
Child care			
Elderly care			
Medical expenses			
School tuition			
Dependent care			
Other			
Total Dependent Expenses			
Transportation Expenses			
Automobile loan(s)			
Automobile maintenance			
Gas card(s)			
Automobile insurance			
Automobile registration			
Public transportation (bus, train, taxi, etc.)			
Total Transportation Expenses			
Incidental Expenses			
Credit cards			
Entertainment (hobbies, movies, etc.)			
Vacations			
Dry cleaning / laundry			
Clothing			
Spending money			
Other loans			
College tuition			
Other monthly expenses			
Total Incidental Expenses			
TOTAL PERSONAL EXPENSES			