

**\*\*\*BUYER AGENT - DOCS NEEDED \*\*\***

***In order to submit an offer you will need the following docs to complete a short sale package.***

- 1) **Sales Agreement** – **\*\* Electronic signatures are not allowed with most lenders\*\*.**  
If you submit with electronic signature, you will need to provide wet signatures.  
**1st Page**
- ✓ confirm buyers names are spelled correctly and provide mailing address
  - ✓ agents name along with office contact information
  - ✓ subject address line, must include postal city
- 2) **Short Sale Addendum (FORM SHS)**
- 3) **Addendum (FORM CTA)** – **\*\*\*fill in with below verbiage\*\*\***
- *Sale is contingent upon the seller obtaining the prior written approval from the servicer.*
  - Buyer is purchasing property in the “as-is” condition.
  - Any repairs or inspections will be at the buyer’s expense.
- 4) **Financed Buyers**
- ❖ Pre-Qualification dated within the last 30 days
  - ❖ Proof of Funds - current bank statement or letter showing down money
- \*\*Online Statements – must be stamped/date/signed by bank teller and show buyers name.**
- ❖ Seller Assist – 3% max paid by seller’s bank.
  - ❖ GFE/LE from buyer’s lender – if requesting seller assist
- 5) **CASH Buyers**
- ❖ Proof of Funds (POF) – bank statement or letter dated within 15 days
  - ❖ POF - must match name of buyer on contract of sale
  - ❖ LLC - provide articles of incorporation & operating agreement
  - ❖ Seller Assist - bank “WILL NOT” pay on cash transactions
- 6) **Lender Information** – all prequalification’s should have the name of the contact person along with their email address and phone number.
- 7) **CARE Contract** – must submit with offer, attachment in buyer tab of CARE website. Options are given for your buyer to accept/decline to get estimates and/or a home inspection. If your offer is presented first, we will work with your offer. However, if the bank counters your offer, you will need to increase your offer or we will go to all backup offers.
- 8) **Closing Title** – **do not order title**, as this could already be completed.
- 9) **Earnest Money Deposit** – if your offer is accepted, submit the deposit immediately to the listing agent, as the amount listed on the AOS will be included in the calculations on the HUD and/or Closing Disclosure.