




# CARE SERVICES


THIRD PARTY NEGOTIATORS

## CONTACT

 888-9CARE10

 888-826-9787

 care@care-services.us

 www.careservices.us

## BUYER CHECKLIST

Thank you for submitting an offer, please review the list of docs needed to complete a short sale. If you do not submit a full package, this will cause delays in the process.

All offers you will need to email directly to CARE or the listing agent, you are not able to submit through our website.

Any questions, you can contact our office or send us a quick email.

## DOCS NEEDED

- AOS
- SHS
- POF / PREQUAL
- CARE CONTRACT

## DOCS NEEDED

### Agreement of Sale

#### Buyer Section

Make sure you have the names of the buyers spelled correctly. The mailing address section needs to be filled out.

#### Seller Section

Names need to be spelled out in first name, last name order. If more than one name, put each name on a line by itself.

#### Sections

PROPERTY : ADDRESS - put full address including postal city

Purchase Price – down payment must be 1%

Seller Assist – banks will pay 3% with 95% LTV or higher

Closing Date – refer to CARE contract

Mortgage Contingency – make sure this is filled out, if financed

Special Clauses – check SHS, short sale addendum

ADDITIONAL TERMS – Sale is contingent upon the seller obtaining the prior written approval from the servicer. Buyer is purchasing the property in the “as-is” condition. Any repairs or inspections will be at the buyer’s expense.

## LENDER INFO

### Name of Originator

Number

Email Address

## CARE CONTRACT

If you have a buyer who served our country or is a first-time buyer, let us know.

If you elect to have a home inspection done on the AOS, then same will be checked with options given on our contract.

## PreQualification or POF Letter

### CASH

A bank letter or bank statement dated within 15 days of submittal. If you provide a printout, this must include your name at the top and not to be handwritten.

### FINANCED

A PreQual letter dated within 30 days of submittal. Make sure the amount listed, matches with the AOS.

## EARNEST DEPOSIT

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If your offer is accepted, provide a copy of the check.

## TITLE

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DO NOT ORDER, we have search completed.

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## BUSINESS NAMES

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### DOCS NEEDED

AOS – signature line must include business name and under signature line, enter the name of the authorized member.

LLC – provide articles of incorporation & operating agreement showing who is authorized to sign.

Seller Assist – banks will not pay

POF – provide a bank statement in business name or authorized member