



Loan #

**PLEASE EMAIL (DO NOT FAX) INITIAL SHORT SALE PACKAGE TO  
[REPSUPPORT@RTRESOLUTIONS.COM](mailto:REPSUPPORT@RTRESOLUTIONS.COM)**

Please allow seven to ten business days following transmission for your file to be uploaded. You will receive an email once the file is setup and if no response is received after ten business days please call 1-877-840-7794. Please DO NOT request updates through this email address. Thank you.

- 1. Contact information for all parties involved (must include email addresses)**
  - Brokers and attorneys from both sides of transaction
  - Primary seller's information must be filled and verified before negotiation begins. (home phone, cell phone, current address and email)
  - Name and number of 1<sup>st</sup> lien negotiator
- 2. Listing Agreement and Current MLS Worksheet**
- 3. Pre HUD/Net Sheet and Final HUD upon closing**
  - This itemized document must include the following:
    - i. 1<sup>st</sup> mortgage proceeds (offer typically in Line 504) OFFER AMOUNT: \$ \_\_\_\_\_
    - ii. 2<sup>nd</sup> mortgage proceeds (offer typically in Line 505) OFFER AMOUNT: \$ \_\_\_\_\_
    - iii. No unsecured creditors are to be paid if accepting a short payoff
    - iv. Net/HUD sheet must reflect the actual cash amount the seller is bringing to the closing.
    - v. If repairs are needed to the home, then the line item must be present and copies of contractor estimates must be included.
- 4. Offer/Contract (fully executed contract)**
  - Copy of all offers
- 5. A pre-qualification letter for buyer with buyer's and lender's information.**
  - Proof of funds if cash buyer
- 6. 1<sup>st</sup> Mortgage Payoff**
  - The 1<sup>st</sup> lien payoff must be the most current that the realtor/borrower can obtain. You may also include a 1<sup>st</sup> mortgage statement.
- 7. Foreclosure Information:**
  - If the 1<sup>st</sup> mortgage is in foreclosure we need to know who the foreclosure attorney is along with when the sale date is scheduled, and any file number or trustee's sale number associated with the account.
- 8. First Lien Approval Letter (if applicable)**
  - If the 1<sup>st</sup> mortgage is taking a short and they have approved please make sure the HUD1 reflects their approval as well. We will need the agreement from the 1<sup>st</sup> mortgage stating acceptance of the short sale. **\*\*THIS DOCUMENT IS NOT NEEDED TO START REVIEW\*\***
- 9. Valuations**
  - Please include the most current appraisal, BPO, or Comparables for the property and MLS property info sheet.
- 10. Hardship Letter**
  - The hardship letter is a written statement from the borrower stating their current situation and the events leading up to the current sale of the property.
- 11. Seller Financials**
  - The borrower must provide an itemized breakdown of income and expenses on a monthly basis. Two of the most recent of each: bank statements, tax returns, paystubs (or profit and loss statements if self employed). Any financial documents regarding savings and retirement funds should also be included.  
**Real Time Resolutions will review the provided documents, the cost of selling the property, broker's commission(s), foreclosure cost, fees & eviction, time and effort spent on the file, to determine a fair value to release the lien.**

**FOR FASTEST PROCESSING PLEASE USE DIVIDER SHEETS BELOW**

# 1

## Authorization Letter

### AUTHORIZATION TO RELEASE INFORMATION FOR SHORT SALE

**Seller:**Home Phone: (     )Cell Phone: (     )E-mail:**Current Mailing Address:**City                      State                      Zip**Post Short Sale Address:**City                      State                      Zip**Listing Agent:**Business Phone: (     )Cell Phone: (     )E-mail:**Buyer name:**Buyer agent:Cell/BPH Phone: (     )E-mail:**1<sup>st</sup> Lien Negotiator:**Business Phone: (     )E-mail:**Title Company:**Business Phone: (     )E-mail:**Escrow:**Business Phone: (     )E-mail:**Attorney:**Business Phone: (     )E-mail:

I/we authorize you to provide all of the above parties involved, all information and/or documentation that they might reasonably request. Such information includes, but is not limited to account balances, credit history, monthly payment amounts, loan status, and repayment or settlement/short sale negotiations.

A copy of this authorization, including facsimile transmission or scanned copy, may be accepted as an original. Your prompt reply to Real Time Resolutions, Inc. is appreciated. This authorization is valid until revoked in writing.

BorrowerSocial Security NumberBorrowerSocial Security Number

## AFFIDAVIT OF “ARM’S LENGTH TRANSACTION”

All Parties to the contract on the premises dated \_\_\_\_\_:

Property address:

Hereby affirm that this is an “Arm’s Length Transaction”,

No party to this contract is a family member, business associate of, or shares a business interest with the mortgagor or its representatives. Further, there are no hidden terms or special understandings between the seller or buyer or their agents or mortgagor.

The Buyers and Sellers nor their Agents have any agreements, written or implied, that will allow the Seller to remain in the property as renters or regain ownership of said property at anytime after the execution of this short sale transaction. None of the parties shall receive any proceeds from this transaction except the sales commission.

\_\_\_\_\_  
(Seller) Date

\_\_\_\_\_  
(Seller) Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Listing Agent) Date

\_\_\_\_\_  
(Buyer’s Agent) Date

\_\_\_\_\_  
Print Name and Company

\_\_\_\_\_  
Print Name and Company

\_\_\_\_\_  
(Buyer) Date

\_\_\_\_\_  
(Buyer) Date

\_\_\_\_\_  
Closing Title Agent and Co.

\_\_\_\_\_  
Participating Negotiator / Closing Attorney

# 2

## Listing Agreement and Current MLS Worksheet

3

HUD

**(Must have estimated offer to all liens and accurate parties involved disclosed)**

4

## Buyer Pre Qualification Letter

(Proof of funds if cash buyer)

5

Offer/Contract

( Fully Executed Contract )

6, 7, 8

First Mortgage Payoff, Foreclosure Information, Short Sale Agreement



9

Valuations / Comparables / Appraisal / BPO

10

Hardship

11, 12, 13, 14, 15

Hardship, Bank Statements,  
Paystubs, Tax Returns, Misc



CATEGORY	DESCRIPTION	MONTHLY PAYMENT	AMOUNT DUE	BALANCE
Monthly payments	Mortgage			
	Other mrtg (rent)			
	Alimony/child support			
	Child Care			
Loans	Automobile			
	Automobile			
	Furniture/appliances			
	Finance company			
	Installments			
Credit Cards	Visa			
	MasterCard			
	Other			
Utility	Electricity			
	Heating			
	Telephone			
	Water/Sewer			
Insurance	Automobile			
	Health			
	Life			
	Dental			
Donations	Church			
	Charity			
Dues	Club			
	Union/Professional			
Medical (not covered by Insurance)	Doctor/dentist			
	Drugs			
	Hospital			
Car	Gasoline			
	Maintenance			
	Monthly parking			
Food	Family			
	School/work lunches			
Clothing	New clothes/shoes			
	Dry Cleaning			
	Uniforms/required item			
Misc.	Spending Money			
	Cable TV			
	Clubs, Sports, Hobbies			
	Entertainment			
	Vacations			
	Gifts/Other			
Savings	Savings Bonds			
	Credit Union			
	Bank			

DESCRIPTION	MONTHLY INCOME		PERSONAL ASSETS
	Borrower 1	Borrower 2	
Gross Salary			Home
Overtime Pay			Other rental property
Commissions			Automobile
Bonuses			Automobile
Interest/Dividends			Checking account
Savings Accounts			Savings/money market
Stocks/Bonds			Boats
Life Insurance			Cash value of life insur.
Alimony			Collections
Child Support			Computers
Rental Property			IRA/Keogh accounts
Other – specify			401k/ESOP accounts
			Stocks/Bonds/CD's
Less Taxes:			Retirement Funds
Federal			Other investments
FICA			
State			IRS Liens
Other			
Other deductions:			
Net Income:			Totals:

ITEM	CURRENT
TOTAL INCOME	\$
TOTAL EXPENSES	\$
DIFFERENCE	\$

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I obtained a Mortgage Loan that was secured by the above-described property. I have described my present financial condition on this Financial Analysis form and the attachments hereto and I certify that all the information contained thereon is true, accurate and correct to the best of my knowledge.

I understand and realize that the financial information I am providing will be used by the lender and/or the insurer of my Mortgage Loan to analyze my options with respect to the Mortgage Loan. I further understand and acknowledge that any action taken by the lender and/or insurer of my Mortgage Loan on my behalf will be made in strict reliance on the financial information I am providing herein.

I therefore agree that, if it is determined that the financial information I have provided contained information that was misrepresented by me and thereby caused actions to be taken which would not have been taken had the true facts and circumstances been known, I shall be liable for any and all losses or damages suffered by the lender and/or insurer of my Mortgage Loan.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of borrower

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of borrower