



SHORT SALE CHECKLIST

This is my: Listing Sale

Associate: _____

Address: _____ County: _____

Seller/Buyer Name: _____ MLS #: _____

Title Company: _____

Closing Date: _____

LISTING

Please Submit in the order Listed Below

- MLS Sheet
- Tax Record
- Listing Agreement
- Short Sales Addenda to Listing
- Hold Harmless Agreement
- Seller's Property Disclosure

PENDING

Please Submit in the order Listed Below

- MLS Sheet
- Tax Record
- Purchase Contract & Addenda
- Short Sale Addendum to Sales Contract
- Seller's Property Disclosure
- Escrow Deposit Letter
- Lead Based Paint (Pre 1978)
- HUD / Copies of Commission Checks (At Closing)
- Wire Fraud Prevention Notice - WFPN
- Blasting Disclosure (Applicable for Doral, Miramar, Miami Lakes, Hialeah, Hialeah Gardens, Palm Springs North)
- DA

I / WE FULLY UNDERSTAND INCOMPLETE PACKAGE WILL NOT BE APPROVED