



**SHORT SALE ADVANTAGE**  
A MOTHER LODE COMPANY

## Checklist of Forms

The following set of forms should be submitted to SSA once an offer has been accepted. Please provide the seller with the applicable documents as soon as possible to expedite the negotiation and approval process.

***Please submit all items upon accepting an offer.***

### Short Sale Approval Checklist

- Order Form** *(completed by Agent)*
- Service Agreement for Short Sale Processing** *(3 pages; completed by Agent)*
- Short Sale Processing Assignment & Acknowledgment** *(completed by Seller and Agent)*
- Required Documentation from Sellers\***
- Seller's Questionnaire** *(completed by Seller)*
- Mortgage Late Disclosure** *(completed by Seller and Agent)*
- Authorization to Release Information** *(1 copy for each loan; completed by Seller)*
- Hardship Letter** *(prepared by Seller)*
  - See Hardship Letter Guidelines and Sample Hardship Letters
- Form 1126: Borrower Financial Information** *(3 pages; Seller to complete pages 1 & 2)*
- Short Sale Disclosure** *(completed by Seller, Buyer, and Buying and Listing Agents)*
- Authorization to Perform Interior/Exterior BPO** *(completed by Seller)*
- Cost of Repairs** *(completed by Seller and Listing Agent)*
- Listing Agreement** *(provided by Listing Agent)*
- Residential Purchase Agreement** *(provided by Listing Agent)*
- MLS Printout with photo** *(provided by Listing Agent)*
- Buyer's Prequalification Letter or Proof of Cash Funds** *(provided by Buying Agent)*
- HAFAs Acknowledgment** *(completed by Seller and Listing Agent)*

**Submit your forms at [orders@shortsaleadvantage.com](mailto:orders@shortsaleadvantage.com)**

\* Additional documentation may be needed depending on lender requirements.