

Welcome to our Short Sale Transaction

10 Important Keys to Make the Short Sale Transaction Journey a Little Smoother



1. Work closely with a trusted lender to be responsive to your time frames. Make sure you have fulfilled all of the lender requirements with the exception of ordering an appraisal within 5 days from Seller acceptance of your purchase offer. You and your lender need to act quickly when we get an approval, as extensions from the Seller's Lender usually come with a per diem or flat fee penalty.
2. Do not make multiple offers on different properties unless fully disclosed to the Seller. The Seller should have the right to decline your offer if they only want to work with a Buyer committed to the purchase of their home.
3. Be prepared to wait for a minimum of 60 days for approval, from Seller's lender acknowledgement that they are in receipt of the short sale package.
4. Understand that various time periods for approval levels are dictated by the current volume of that lender, as well as whether it requires extra approvals either from an investor or a mortgage insurer.
5. Be certain you review the Sellers Property Disclosure Statement (SPDS) and the insurance carrier 5-year history of loss claims as soon as you receive them.
6. Become familiar with the area, the schools, the shopping facilities, parks, and any special needs your family might require, before you get into the inspection period.
7. Be careful that you don't incur major expenditures that could jeopardize your loan qualification.
8. Look for an email update from your real estate agent every 10 days to 2 weeks on the progress of the sale.
9. Try to limit the Seller concessions requested. The Seller's lender usually places a maximum of 3% of the sale price as a contribution which will not include the purchase of a home warranty.



Short Sale Progression Tracking Checklist

Property: _____

Buyer(s): _____

Closing Date: _____

| ITEM | NOTICE SENT | 60-DAY COUNTDOWN |
|---|-------------|------------------|
| Buyer Consultation Completed | | |
| Home Selected | | |
| Listing Agent Qualified by Buyer Agent | | |
| Buyer Offer Submitted | | |
| Seller Counters | | |
| Buyer Acceptance | | |
| Listing Status (AWC-I) | | |
| Contract to Buyer's Lender | | |
| Earnest Deposit/ HUDI/Preliminary Title | | |
| Seller Property Disclosure & Insurance Claim History Review | | |
| Offer Submitted to the Bank | | 1 |
| Broker Price Opinion (BPO) & Appraisal Ordered by Bank | | 14-21 |
| BPO and Appraisal Completed | | 21-30 |
| Loss Mitigator Assigned to Case 1st / 2nd | | 31 |
| Package Sent to Investor 1st / 2nd | | 35-45 |
| Lender Guidelines Received | | 40-50 |
| Buyer Lender Updated / Approval Due | | 40 |
| Revised HUDI's to the Seller Lender | | 40-50 |
| Bank Acceptance Received 1st | | 55-60 |
| Bank Acceptance Received 2nd | | 55-60 |
| Buyer Lender Appraisal Order / Received | | 60 |
| Listing Status Changed in the MLS (Pending) | | 55-60 |
| HOA Documents Delivered | | 55-60 |
| Confirmation Utilities On at Property | | 40 |
| Buyer Inspections Conducted / Completed | | 55-60 |
| Extension Requested / Received | | |
| Buyer / Seller Walk Through | | 65-70 |
| Loan Documents Delivered | | 70-75 |
| Signing | | 75 |
| Closing | | 80 |