



# SHORT SALE CHECKLIST

Please send with Contract

Commission will be calculated at 6% or \_\_\_\_\_%

Listing \_\_\_\_\_%      Selling \_\_\_\_\_%

Short Sale Negotiator fee: YES / NO    \$ \_\_\_\_\_ or \_\_\_\_\_%

Transaction Coordinator fee: YES / NO \$ \_\_\_\_\_

Termite Work: YES / NO    If yes, estimate \$ \_\_\_\_\_

Septic: YES / NO      If yes, estimate \$ \_\_\_\_\_

Is there an HOA? YES / NO    Amount of dues: \$ \_\_\_\_\_ monthly    annually

Are the dues delinquent? YES / NO      Approx. owing \$ \_\_\_\_\_

Name of HOA: \_\_\_\_\_ Phone ( \_\_ ) \_\_\_\_\_

Name of Payoff Lenders: 1. \_\_\_\_\_

2. \_\_\_\_\_

If there is a 2<sup>nd</sup> loan, how much is being offered to 2<sup>nd</sup>? \$ \_\_\_\_\_

Any other liens we need to know about? \_\_\_\_\_

Close of Escrow date: \_\_\_\_\_

Does this property qualify as the Seller's principal residence (2 of the past 5 years)? YES / NO    If not, is the Seller taking a loss? YES / NO

**\*\*IF THE ANSWER TO BOTH QUESTIONS IS NO, PLEASE CONTACT ESCROW REGARDING THE CALIFORNIA WITHHOLDING REQUIREMENTS \*\***