

DATE: _____

OFFICE: _____ ESCROW OFFICER: _____

SELLER NAME: _____

SELLER PHONE: _____ SELLER EMAIL: _____

AGENT NAME: _____

AGENT PHONE: _____ AGENT EMAIL: _____

DOCUMENTATION

1. AUTHORIZATION TO RELEASE INFORMATION	AGENT
LISTING AGENT	
LAWYERS TITLE	
2. PRELIMINARY CLOSING STATEMENT	ESCROW OFFICER
3. MLS PRINT OUT	AGENT
4. MLS HISTORY	AGENT
5. LISTING AGREEMENT/ALL ADDENDUMS	AGENT
6. EXECUTED CONTRACT	AGENT
7. FORECLOSURE GRAPHS	AGENT
8. AFFIDAVIT ARMS LENGTH TRANSACTION	AGENT/SELLER
9. 6 MO'S DEPRECIATION PERCENTAGE	AGENT
AGENTS OBTAIN THIS BY DOING 2 STATISTICAL CMA'S	
AND COMPARING THEM	
10. DAYS ON MARKET NUMBERS	AGENT
11. IF REPAIRS:	AGENT
PROPERTY CONDITION PICTURES	
REPAIR COST BREAKDOWN	
12. PAYMENT COUPONS/STATEMENT	SELLER
<i>IF THE PAYMENT COUPON/STATEMENTS DO NOT CONTAIN THE FOLLOWING INFORMATION, PLEASE PROVIDE BELOW:</i>	
_____ 1ST LOAN BALANCE	_____ 2ND LOAN BALANCE
_____ 1ST LOAN INTEREST RATE	_____ 2ND LOAN INTEREST RATE
_____ INTEREST ONLY _____ FULLY AMORTIZED 1ST LOAN	_____ INTEREST ONLY _____ FULLY AMORTIZED 2ND LOAN
\$ _____ 1ST LOAN P & I PAYMENT	\$ _____ 2ND LOAN P & I PAYMENT
13. DOES LOAN HAVE MI _____	SELLER
14. HOW MANY MONTHS BEHIND _____	SELLER
15. MONTHS TO FORECLOSURE _____	SELLER
16. CURRENT HOA STMT _____	SELLER
17. HOMEOWNERS FINANCIAL WORKSHEET	SELLER/AGENT
18. HARDSHIP LETTER	SELLER/AGENT
19. 2 MONTHS BANK STATEMENTS	SELLER
20. 2 MONTHS PAYSTUBS	SELLER
21. 2 YEARS OF TAX RETURNS PERSONAL	SELLER
22. 2 YEARS TAX RETURNS BUSINESS (IF APPLICABLE).	SELLER
23. COPY OF LOAN APPROVAL	AGENT
24. COPY OF EARNEST DEPOSIT CHECK	ESCROW OFFICER