

Affinity Realty Group, LLC

Astrid P Hartleb, Broker/Realtor

Thank you for your interest. We help homeowners resolve their foreclosure situation and have a buyer for your properties.

SHORT SALE DOCUMENT CHECKLIST

In order to help you avoid foreclosure, we will need to negotiate with the bank(s) on your behalf. To start this process, we will need the following documents. After receipt of the documents, we will contact the lender(s) and get in touch with the mitigator. If they require anything else, we will contact you.

**** All persons on the title and mortgage loan(s) must sign the documents. ****

- Copy of Driver's License
- Copy of Social Security card
- Mortgage Statement - Lenders Account # + Phone #
- 4 Weeks of most recent Paystubs
- 2 Months of most recent Bank Statements for all of the banks that you hold accounts with, checking and savings.
- 2 Years of Federal Tax Returns
- Hardship Letter. A letter that states the events and reasons that caused you as the owner not to be able to make the payments. I have attached a sample to help you with this.
- Borrower Financial Information Form. Showing all of your incomes course, savings, assets and expenses (Form attached)
- Bankruptcy Letter or Proof of bankruptcy proceedings (if filed)
- Proof of disability (if applicable)
- Proof of divorce. Decreed or any document that proves divorce (if applicable)
- Letters of Authorization

We will keep all of this information you provide to us confidential. It will only be used for the purpose of submitting your package as required by the bank that holds your mortgage.

Time is of the essence. There is a limited amount of time for us to take action before foreclosure auction dates are set. Please start to collect all the material as soon as possible.

We can only submit completed packages to the lender. If you are having problems completing any of the forms or getting documents, please let us know.

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