

Law Office of Ranj Mohip, LLC  
203 N. LaSalle, 21<sup>st</sup> Floor  
Chicago, Illinois 60601  
(ph) 312.558.1376  
(fax) 312.558.1371  
ranj.mohip@sbcglobal.net

## **SHORT SALE CHECKLIST**

The following items need to be provided to the Law Office of Ranj Mohip, LLC as soon as possible to begin the negotiations:

- AUTHORIZATION TO RELEASE INFORMATION – see attached
- HANDWRITTEN HARDSHIP LETTER – see attached sample
- FINANCIAL WORKSHEET- see attached form
- BANK STATEMENT - LAST 3 MONTHS or attached banking affidavit
- W-2 or TAX RETURNS – LAST 2 YEARS or attached tax return affidavit
- PAY STUBS – LAST 2 MONTHS or attached employment affidavit
- LETTERS/STATEMENTS FROM YOUR LENDER
- LETTERS/STATEMENTS FROM FORECLOSING ATTORNEY
- LETTERS/STATEMENTS FROM COURT OR SHERIFF
- WATER ACCOUNT INFORMATION
- HUD-1 FROM WHEN BORROWER PURCHASED OR RE-FINANCED
- LISTING AGREEMENT
- MLS LISTING SHEET
- CMA SHOWING COMPARABLES AND VALUE
- 3 INTERIOR PHOTOS AND 3 EXTERIOR PHOTOS – jpeg format

**IMPORTANT:** We cannot start on short sale negotiations until all of the documentation above is received. Unless noted otherwise above, all documentation must be emailed to us in a PDF format or mailed to us (hardcopies).