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### **SHORT SALE WORKSHEET**

*Please complete to the best of your ability and **fax, mail or e-mail** to our office.  
Someone will respond back to your inquiry shortly thereafter.*

#### **Client/Real Estate Information:**

1st Client's Name: \_\_\_\_\_

2nd Client's Name: \_\_\_\_\_

Address (Street): \_\_\_\_\_

Address (Town, State, Zip Code): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Real Estate Agent's Name, if any: \_\_\_\_\_

Real Estate Agent's Best Contact Phone Number: \_\_\_\_\_

Real Estate Agent's E-mail Address: \_\_\_\_\_

#### **Mortgage Information:**

Year Purchased & Type of Loan (fixed, ARM, etc.): \_\_\_\_\_

Months behind, if any: \_\_\_\_\_

Outstanding judgments or tax arrears: \_\_\_\_\_

Served with foreclosure notice (*Lis Pendens*)?      Yes      No

1<sup>st</sup> Lender: \_\_\_\_\_

1<sup>st</sup> Loan Balance (approximately): \_\_\_\_\_

2<sup>nd</sup> Lender: \_\_\_\_\_

2<sup>nd</sup> Loan Balance (approximately): \_\_\_\_\_

#### **Property Information:**

Estimated Current Appraised Value: \_\_\_\_\_

Structural Issues: \_\_\_\_\_

Certificate of Occupancy Issues: \_\_\_\_\_

Tenants?      Yes      No