

Mitchell L. Diamond

Richard D. Klein

Legal Assistant:

Gia Naz

Sitwat Hashmi

Diamond Law Group

244 Mineola Boulevard

Mineola, NY 11501

Tel: (516) 663-5151

Fax: (516) 663-5152

admin@diamonddlawgroup.com

Suffolk Office:

534 Broadhollow Road

Suite 425

Melville, NY 11747

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: _____

Marital Issues? If so, do both parties agree to sell?: Yes No Agree to sell?

Located Next Residence? Please state any difficulty in vacating: Yes No

Real Estate Agent's Name, if any: _____

Real Estate Agent's Best Contact Phone Number: _____

Real Estate Agent's E-mail Address: _____

Financial Information:

Year Purchased/Refinanced & Type of Loan (fixed, ARM, etc.): _____

Months behind, if any: _____

Outstanding judgments or real estate tax arrears: _____

Served with foreclosure notice (Lis Pendens)? Yes No

1st Lender: _____

1st Loan Balance (approximately): _____ \$

2nd Lender: _____

2nd Loan Balance (approximately): _____ \$

Investment Property? Yes No

Bankruptcy? Yes No

Attempted Loan Modification?: Yes No

Property Information:

Home Currently Listed? If so at what price?: Yes No \$

Estimated Current Appraised Value: _____

Specify Structural/Engineer Issues: _____

Specify Certificate of Occupancy Issues: _____

Tenants? If so, do they require eviction? Yes No Eviction?