

# SHORT SALE PROCESSING CENTER

REAL ESTATE AGENT

## SHORT SALE PROJECT INTAKE FORM

**Please complete as much as possible of this intake form and fax  
it to 503-296-5663**

**We will contact you within 24 hours**

### **Short Sale Processing Requirements**

- We only provide services in California
- We only process short sales on behalf of listing agents.
- Please have your listing entirely arranged, settled and committed with up to date signed documents.
- Listing agreement must be valid for at least three months. Longer listing agreement is recommended.

### **Today's Date:**

### **Client Information**

(Real estate agent requesting our service)

Client's name:

Client's E-mail:

Client's telephone number:

### **Property Information**

Homeowner's name (Optional):

Property address:

County:

Loan(s) type(s): Fannie Mae | Freddie Mac | FHA | VA | Non-Conforming | Private (**circle type**)

Year property was purchased:

Date of current mortgage(s) origination:

### **Foreclosure Information**

Foreclosing creditor:

Foreclosing trustee:

Date of notice of default:

Date of trustee auction sale:

Trustee sale number:

Is the property in foreclosure by another creditor and trustee as well:

(Are there more foreclosures being executed of on this property? If so, find all information)

### **Listing Information**

How long has the proper being listed?

Has the property been listed before? For how long?

Is client representing buyer and seller? (Dual representation)

Listing initiation date:

Listing expiration date:

### **Property Value Information**

Total months on the market (MLS):

Present "As Is" CMA:

Preferred discount expectation:

Minimum discount expectation:

At what price would the property rapidly sell?

Received offer values:

Accepted offer value (if any):

Property condition:

Other distress signals: (Any additional problems)

Is property occupied or vacant?

Is property occupied by owners or tenants?

Are there any problem renters?

**Mortgage Information**

1<sup>st</sup> mortgage servicer (Bank):

1<sup>st</sup> mortgage amount:

1<sup>st</sup> mortgage monthly payment:

Is 1<sup>st</sup> mortgage in Default?

1<sup>st</sup> mortgage number of months in default:

1<sup>st</sup> mortgage payoff (if available):

2<sup>nd</sup> mortgage servicer (Bank):

2<sup>nd</sup> mortgage amount:

2<sup>nd</sup> mortgage monthly payment:

Is 2<sup>nd</sup> mortgage in default?

2<sup>nd</sup> mortgage number of months in default:

2<sup>nd</sup> mortgage payoff (if available):

Is second mortgage result of refinancing?

Any other mortgages & liens:

Is there a preliminary title report?

Default in taxes if applicable:

Default in HOA if applicable:

**Homeowner Information**

Is homeowner in financial distress?

Does homeowner own other real estate?

Is homeowner in bankruptcy? If so what type?

Is homeowner 100% cooperative?

What are the homeowner's expectations?

Is this foreclosure a result of a divorce?

If so, is the spouse cooperative?