



Short Sale Transaction Management For Buyer

Address Of Property: _____

- Review Contract/Addendums/Disclosures For Any Missing Paperwork Or Signatures.
- Scan And Email Documents To Buyer.
- Send Introductory Email To Co-Broking Agent Introducing Myself With Copy Of Executed Contract.
- Send Executed Contract With Disclosures To Title Company.
- Earnest Money To Be Dropped Off At Title Company And Obtain Receipt.
- Send Executed Contract With Disclosures To Lender.
- Make Sure Pre-Qual Letter Has Been Sent To Co-Broking Agent.
- Upload All Documents To CTM e Contracts /Other Contract Software.
- Add All Deadlines Into CTM e Contract Calendar /Other Contract Software.
- Create Seller/Buyer Info Sheet In CTM e Contract Record /Other Contract Software
- Create Appropriate Sales Sheet For Office.
- Turn In Under Contract Form To Office With Executed Contract And Disclosures.
- Confirm Seller Has Turned In All Seller Short Sale Paperwork To Lienholder(s).
- Confirm Offer Has Been Sent In With HUD to Lienholder(s).
- Enter Buyer/Co-Broking Agent Into Personal Database If Applicable.
- Monitor And Ensure All Contract Dates And Deadlines Are Met.
- Check In With Listing Broker Weekly To Check Status of Short Sale.
- Keep In Contact Weekly With Title Company Checking On Progress Of File.
- Keep In Touch Weekly With Lender Getting Updates On Progress Of Loan Approval.
- Notify Title Company And Lender Of Any Contract Changes Within 1 Business Day.
- Make Sure Title Company Has Ordered Title Commitment By Title Deadline Per Contract.
- Make Sure HOA Document Information Is Supplied To Buyer By CIC Documents Deadline.
- Coordinate Inspection Time And Date And Coordinate Access To Property With Co-Broking Agent And Buyer.
- Confirm Property Has Been Dewinterized, All Utilities On Before Inspection.
- Ensure Inspection Objection Deadline Is Met.
- Coordinate Appraisal Access At Property.



- Confirm Short Sale Approval Letter For 1st Lienholder Has Been Received By Listing Broker.
- Confirm Short Sale Approval Letter For 2nd Lienholder Has Been Received By Listing Broker.
- Receive Approval Letters From Listing Broker And Review Approval Letters For Any Possible Errors.
- Send Approval Letters To Buyer, Lender And Title Company For Review.
- Request Commission Disbursement Authorization Form From Office And Confirm Splits Are Correct.
- Review Final HUD And Send To Agent For Final Approval.
- Confirm With Title Company That Lienholders Have Approved The Final HUD.
- Order Home Warranty If Applicable.
- Set Up Final Walk Through At Property.
- Verify With Buyer All Utilities Have Been Changed Over.
- Arrange For Keys, Garage Openers, Etc. For Buyer.
- Coordinate Day And Time Of Closing With Title Company, Listing Agent and Buyer.
- Provide Agent Weekly Email Updates On Status Of Transaction With Deadlines Throughout The Process.
- Closed Sale Form Filled Out And Contract Turned Into Office.
- Thank You Letter To Co-Broking Agent.
- Thank You Letter To Buyer.
- Copy Of All Closing Docs Given To Agent Via Email.
- Burn CD Of All Pertinent Documents And Deliver To Agent.