



2150 Seven Springs Blvd, Trinity FL 34655

P/727-843-0006 F/727-849-5556

www.dynamictitle.com

Property Information and Short Sale Checklist

Property Address _____ City: _____ State: _____ Zip: _____

____ Primary (If yes, do you currently live on the property? _____/If no, when did you move out? _____)

____ Investment (If yes, is the property occupied/rented or vacant?)

____ Repairs needed? If yes provide estimated amount \$ _____

Homeowner/Seller Name: _____ SSN: _____ (E-mail) _____

Homeowner/Seller Name: _____ SSN: _____ (E-mail) _____

Phone number: _____ (H) _____ (C) _____ (W) _____

Real Estate Agent Name: _____ (E-mail) _____

Real Estate Agent Phone: _____ (Fax) _____

Real Estate Brokerage/Company: _____

Mortgage Information

1st Mortgage Company _____

1st Mortgage Loan # _____

1st Mortgage Phone# _____ Fax# _____

2nd Mortgage Company _____

2nd Mortgage Loan# _____

2nd Mortgage Phone# _____ Fax# _____

Name(s) on mortgage: _____

Homeowners Association? Yes No

If yes, are the dues current? _____ If not, how far behind are the dues? _____

What is the amount of dues paid? _____ How are they paid? Monthly Quarterly Annually

Homeowners Association name and contact information: _____

Are you aware of any outstanding liens on the property? If so, please specify.

The following items constitute the typical documents required for a short sale. Please provide a completed package prior to submitting to **Dynamic Title Services, LLC**. Please be aware that individual banks may require additional information not listed below.

_____ Authorization to Release Information Form

_____ Client Hardship Letter (Signed by the Client)

_____ Lender's Financial Statement (attached)

_____ Client's past two (2) years Tax Returns + W2's (If unavailable, have client provide signed letter stating why)

_____ Client's most recent two (2) Paystubs (If not employed, have client write & sign a letter stating so)

_____ Client's past two (2) months Bank Statements (If unavailable, have client provide signed letter explaining why)

_____ Purchase & Sales Contract

_____ Buyer Pre-qualification or Proof of Funds Letter

_____ Provide a Listing Agreement, Listing History and log of Showings (if applicable)

_____ Loss Mitigation Negotiator Agreement signed

_____ Comparative Market Analysis (Please give a minimum of (3) comparables)

_____ Most recent statements for **all** mortgages/liens