

Document Checklist

Please return the following documents so we can begin the processing of your short sale transaction.

- Partnership/Referral Agreement**
 - Can be downloaded from:
<http://www.shortsalecarolina.com/resources/agentagreement.pdf>
- Exclusive Right to Sell Agreement with SS Addendum**
 - A 12 month term is preferred
 - If it expires in less than 6 months, an extension is required
 - Must be signed/initialed by you
- All property disclosures** (Including HOA/Lead)
- Copy of MLS Page**
 - Don't forget to adjust commission to buyer agent
- All short sale-related documents** that are below. See Homeowner document request package for more information.
 - Bank Statements
 - Tax Returns
 - Pay Statements
 - Financial Worksheet
 - Hardship Letter
 - Other Misc. forms

All documents above can be **emailed to docs@shortsalecarolina.com**
or **faxed to 888-418-6246**.

Please email in .pdf format only and when faxing, no cover sheet is required.

Thank you!