

# HELPING HOMEOWNERS IS WHAT WE ALWAYS DO.

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## PHASE 1 = Item(s) Needed for Short Sale Checklist & Process Details

1. Hardship letter with evidence of financial hardship to make a compelling argument to lender(s) to justify short sale approval. Examples of evidence: proof of unemployment, divorce, marital difficulties, loss or reduction of income, sickness, business failure, payment adjustment, illness in family, loss of renters/tenants, etc.
2. Current, consecutive pay stubs for 30 days (1 month)
3. Current, consecutive bank statements for 90 days (3 months)
4. Tax Returns (with ALL schedules attached) for two years (2021 & 2020)
5. Valid New York State or Government-issued Photo ID and SS Card
6. Most recent utility bill to prove occupancy requirement
7. Social Security Award Letter (if applicable)
8. Disability or government benefits/retirement income (if applicable)

We/I provided all the above documents to Roger Hans, real estate broker of HANS-ON REAL ESTATE, LLC. All documents were provided to ROGER HANS for the sole purpose of submitting and processing a short sale application to mortgagees for settlement options.

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Co-borrower Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

HANS-ON REAL ESTATE COMPANY – LEADERSHIP IN REAL ESTATE

We can resolve foreclosure through effective negotiation. Mitigate, do not litigate.™

1596 Dutch Broadway, Suite 2A, Second Floor, Elmont, New York 11003-4523

Main 516-668-4300 ■ Fax 516-837-0146 ■ www.hans-on.com ■ e-mail: rhans@hans-on.com

