

Home Purchase Document Checklist

For Short Sale Transactions

Dear [Buyer's Name],

We are pleased to assist you with your home purchase and would like to provide you with a checklist of documents required for the short sale transaction:

Required Documents:

- Pre-Approval Letter from Mortgage Lender
- Purchase and Sale Agreement
- Short Sale Addendum
- Seller's Financial Hardship Letter
- Seller's Bank Statements (last 2 months)
- Seller's Tax Returns (last 2 years)
- List of Seller's Monthly Expenses
- Property Appraisal or Market Analysis
- Proof of Funds for Down Payment
- Identification (Driver's License or Passport)

Please gather these documents at your earliest convenience so we can streamline the short sale process. Do not hesitate to reach out if you have any questions.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]