

Short Sale Transaction Final Steps

Dear [Buyer/Seller's Name],

We are pleased to outline the final steps in the short sale transaction for the property located at [Property Address]. Please review the following steps to ensure a smooth closing process:

Final Steps Outline

1. **Finalize Buyer Financing:** Ensure that all financing details are confirmed and ready for final approval.
2. **Receive Short Sale Approval:** Confirm receipt of the official short sale approval letter from the lender.
3. **Schedule a Final Walkthrough:** Arrange a date and time for the final walkthrough of the property.
4. **Prepare Closing Documents:** Gather all necessary documentation for closing, including the HUD-1 Settlement Statement.
5. **Coordinate Closing Date:** Confirm and finalize the closing date with all parties involved.
6. **Conduct the Closing:** Ensure that all parties attend the closing meeting to sign documents and finalize the sale.
7. **Transfer Ownership:** Complete the transfer of ownership and record the sale with the appropriate authorities.

Thank you for your attention to these final steps. Please feel free to contact me if you have any questions or require further assistance.

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]