



Short Sale

Letter of Intent to List Property

Authorization to Release Lending Information

Date: _____

Property: _____

Seller: _____ expresses intent to list the above property within _____ days after the above date (“Review Period”) with _____ Brokerage. This “Letter of Intent” provides time for Seller to evaluate alternatives to a short sale that may be to Seller’s advantage and for _____ to determine the feasibility of proceeding with a short sale listing.

Only by the signing of a formal “Listing Agreement” will the Seller and Brokerage enter into a listing contract. Seller acknowledges that a range of options available to Seller may include:

- Keep the Property and continue to live in it or rent it for the time being
- Sell the Property and Bring Cash to Close Escrow may be a good choice for those with access to other assets sufficient to pay a deficiency from other liquid assets or convert a deficiency into a personal note or a note on other property owned by seller
- Attempt a Workout with the Lender. Lenders are increasingly interested in helping financially distressed homeowners stay in their homes. In some cases, they have been willing to reduce or roll back interest rates, or reduce the allowable payment, to help sellers avoid short sales and foreclosures. It is not generally advisable for the agent to take the lead in representing a property owner in a workout. Workouts are not real estate transactions
- Offer the Lender a “Deed in Lieu of Foreclosure”. If the seller owes more money than the property is worth, is unable to make payments, and is likely to lose the property in foreclosure in the near future, offering to trade the property to the lender in exchange for the cancellation of the note might make sense
- Offer the Lender a “Short Sale”. Be aware that lenders have “approved” short sales that included personal notes for the deficiency, and unwitting sellers have signed the notes without a full release from liability
- Allow the Property to go to Foreclosure. Usually this is the worst option. It does the most damage to a property owner’s credit. There are circumstances, however, in which it might make sense for a property owner who has no other resources with which to obtain housing to simply stay in the property as long as possible.

Seller is advised to contact the HUD Counseling and Referral Line at 1-800-569-4287 and online <http://www.hud.gov/foreclosure/> for further information about short sales.



Seller acknowledge receipt of the brokerage's

- **“Pre-Listing Short Sale Information,”**
- **“Broker Duties”**
- **“Broker Disclosure of Material Interest Conflicts**

Seller authorizes Broker to directly contact lenders and other lienholders and make preliminary inquiry into the condition of title in order to evaluate the feasibility of listing the Property.

Date: _____ Seller Signature: _____

Date: _____ Seller Signature: _____

Date: _____ Broker Signature: _____

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Authorization to Release Lending Information

_____ # Lien Holder:

Name _____

Contact Address _____

Account Number:

Borrower's Property Address:

Borrower's Name (Printed): _____ #SSN _____

Borrower's Name (Printed): _____ #SSN _____

Dear _____

This **Authorization to Release Lending Information** document is my written permission for you to release my account statement, loan payoff, and other information regarding the above referenced account and property to:

_____ **(Authorized Party)**

Authorized Party's Address _____

Telephone _____ Fax _____ Email _____

Sincerely,

Printed Name: _____

Signed: _____ Date: _____

Printed Name: _____

Signed: _____ Date: _____



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