

CLIENT SHORT SALE CHECKLIST

The Seymour Law Firm
215 Coram Avenue
Shelton, Connecticut
203-924-6700 phone
203-924-5520 facsimile

Dear Valued Client,

We need the following documents in order to represent you in this matter. Without this information Seymour Law Firm, LLC and its representatives or agents cannot complete the sale of your home. The following documents will be submitted to your bank for review.

It is your role and responsibility to provide this information within 10 days of receipt of this request. TIME IS OF THE ESSENCE! Failure to provide this documentation will leave Seymour Law Firm, LLC with no choice but to close your file. If you have any questions in this regard please email LEstelle@ctlawsw.com . Linda is assigned to your file for purposes of gathering all short sale documentation. Please allow 24 hours response time to all emails.

___ HARDSHIP LETTER

___ FINANCIALS:

___ COMPLETE FINANCIAL STATEMENT

___ 2 MOST RECENT STUBS ALL BORROWERS

___ LAST TWO YEARS TAX RETURNS ___ 2005 ___ 2006

* If no tax return for 2007 we need W-2 or 1099.

___ LAST TWO MONTHS BANKS STATEMENTS (CHECKING & SAVINGS)

___ AWARDS LETTERS REGARDING SSD (If applicable)

___ SELF-EMPLOYED Profit and Loss (IF APPLICABLE)

___ LAST MORTGAGE STATEMENT (ALL LOANS)

___ ANY CORRESPONDENCE FROM LOSS MITIGATION YOUR BANK REGARDING COLLECTIONS OR LOSS MITIGATION

___ ANY LEGAL DOCUMENTATION (SUMMONS AND COMPLAINT, LIS PENDENS, JUGMENTS, ETC.)

___ BANKRUPTCY PETITION WITH SCHEDULES (IF APPLICABLE)

* If you have filed or will file Bankruptcy you must inform Seymour Law Firm Immediately!

As you gather the requested information, please check it off the list and assemble the documents in order. You can then scan and email documents to (lestelle@ctlawsw.com) or fax 203-924-5520 or mail them to:

Seymour Law Firm, LLC
215 Coram Avenue
Shelton, Connecticut 06484

We look forward to working with you on this matter and should you have any questions please do not hesitate to ask for direction.

Sincerely,

Gary L. Seymour