

The Law Offices of

Robin



Kramer, LLC

**Short Sale Data Sheet**

Property Address \_\_\_\_\_

**\*\*PLEASE ATTACH A COPY OF YOUR MOST RECENT MORTGAGE STATEMENT FOR EACH LOAN (INCLUDING HELOCS) YOU HAVE ON THE PROPERTY. \*\***

**Homeowner(s)**—Must indicate every name on the Deed to the property to establish the legal owner(s) of record.

Name \_\_\_\_\_

Phone # \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail address \_\_\_\_\_

**1<sup>st</sup> Mortgage Holder** \_\_\_\_\_

Account # \_\_\_\_\_

Whose name(s) are on the mortgage and note: \_\_\_\_\_

**2<sup>nd</sup> Mortgage Holder** \_\_\_\_\_

Account # \_\_\_\_\_

Whose name(s) are on the mortgage and note: \_\_\_\_\_

**Homeowners Association**

Name of HOA: \_\_\_\_\_

Account # \_\_\_\_\_

HOA Delinquency % \_\_\_\_\_ Call HOA or management company for this figure. (You will need to contact your Association to check % of delinquencies of HOA dues. Over 15%, buyer may not get financing, determined by # of units divided number delinquent over 30 days.)

HOA Contact name and phone #  
\_\_\_\_\_

**SELLER INFORMATION**

1. Are you behind in Loan Payments or in Foreclosure? \_\_\_Yes \_\_\_No

If yes, please provide us with detailed information.

2. Special Assessments Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, amount \$ \_\_\_\_\_ Frequency of Payment: \_\_\_\_\_

3. Are you in a Water/Sewer/Drainage District? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name of the District & your account number:  
\_\_\_\_\_  
\_\_\_\_\_

4. Please specify if you receive a water bill and if so, from whom

Water Company/Contact Number: \_\_\_\_\_

(Such as Fox Metro) \_\_\_\_\_

5. Are you in a Special Service Area? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, are the taxes paid through your Real Estate Tax Bill? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Do you have any Judgments or lien (other than mortgages) against you?

On the property? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the nature of the lien on a separate sheet of paper.

7. Are there any pending legal proceedings against you or the property? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the nature of the proceedings on a separate sheet of paper.

(i.e. Lien for unpaid taxes or Divorce proceedings pending.)

8. Have you received a notice from any municipal or other governmental authority that your Property is in violation of any building or zoning laws? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Have you received or are you aware of any municipal liens on the property? A common example of this is a lien for failure to cut the grass. Yes \_\_\_\_\_ No \_\_\_\_\_

**ONCE THE PROPERTY IS UNDER CONTRACT, YOUR LENDER(S) WILL BE REQUESTING THE FOLLOWING FINANCIAL INFORMATION FROM YOU:**

- 1) LAST 2 MONTHS OF BANK STATEMENTS
- 2) LAST 2 MONTHS OF PAYSTUBS
- 3) LAST 2 YEARS OF TAX RETURNS
- 4) MONTHLY ACCOUNTING OF INCOME AND EXPENSES. SOME LENDERS WANT YOU TO USE THEIR OWN FORMS. THERE IS A FORM FOR THIS AVAILABLE ON MY WEBSITE.

KEEP IN MIND THAT YOUR FINANCIAL INFORMATION WILL NEED TO BE CONSTANTLY REFRESHED ONCE THE OFFER IS SUBMITTED. ANY TIME YOU RECEIVE A NEW PAYSTUB OR BANK STATEMENT; YOU MUST GIVE IT TO MY OFFICE SO WE CAN GIVE IT TO THE LENDER.

**THIS FORM AND ATTACHMENTS CAN BE FAXED TO THE LAW OFFICES OF ROBIN KRAMER AT (630) 753-9689 OR EMAILED TO [KRAMERLAW@SBCGLOBAL.NET](mailto:KRAMERLAW@SBCGLOBAL.NET).**

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