SOS Team, LLC

Short Sale Checklist

Seller

- 2 Most Recent Years Tax Returns
- 2 Months Most Recent Pay Stubs
- 2 Months Most Recent Bank Statements
- Hardship Letter Signed and Dated
- 3rd Party Authorization for Lender
- Lender Financial Package (Email me for form)

Email all Documents to sosteamllc@gmail.com
Kimberly King 303-435-5127

SOS Team, LLC

Order Form

- Agent Name ________________________________ Email ________________________________

Phone_________________________ Fax ________________________Cell _______________________

Brokerage ___________________ Address ____

Fair Market value $______ Listed at $______ Seller's email ___________________________

- Subject Property ________________________City________________ State _____ Zip________

Sellers Names ____ County___________________

Sellers Home # ____________________ Work # ___________________ Cell # ________________

SS# ________________________ Co Borrower SS# __________________________

- (FHA) (CV) (SP) Loan #______________________________ **Amount Owed $__________**

1st Lender Name __________________________________ Lender Phone _____________________

Months Behind ___________

- (CV) (SP) Loan #______________________________ **Amount Owed $____________**

2nd Lender Name __________________________________ Lender Phone _____________________

Months Behind ___________

- Loan # _______________________________**Amount Owed $_____________**

Other Liens ____________________________________ Lender Phone ______________________

Title Company ________________________Contact _________________ Phone # _____________

Kimberly King
sosteamllc@gmail.com
303-435-5127

SOS Team, LLC

Third Party Authorization

Date _________

To whom it may concern:

I _________________________________ give my permission to my lender(s), _____________________ / _________________________

To speak with my title company

___________________________of _________________________,

My short sale specialists, Kimberly King

And my Listing Agent _______________________________with

___________________________________ regarding my property at:

____.

1st Loan # ____________________________SS#________________

2nd Loan#__________________________ Co-SS#_______________

Sincerely,

___________________________/____________________________

Sign Date

___________________________/____________________________

Print

sosteamllc@gmail.com / 303-435-5127

SOS Team, LLC

Short Sale Facilitation Disclosure

This Disclosure is provided to property owners ("Seller") in connection with short sale facilitation services. Please read carefully before signing.

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1. Purpose of This Disclosure

The purpose of this disclosure is to clearly explain the role, services, limitations, and compensation of the Short Sale Facilitator ("Facilitator") and to ensure that Seller understands their rights and responsibilities throughout the short sale process.

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2. Role of the Short Sale Facilitator

The Facilitator is **not acting as a real estate broker, real estate agent, attorney, tax advisor, or lender** unless separately disclosed in writing. The Facilitator's role is limited to assisting in the **administrative and negotiation process** of submitting and coordinating a short sale package with Seller's mortgage lender(s).

The Facilitator does **not**:

- Provide legal advice
- Provide tax advice
- Guarantee lender approval
- Control lender timelines or decisions
- Determine property value

Seller is encouraged to consult with a licensed real estate broker, attorney, tax professional, or HUD-approved housing counselor regarding legal, tax, credit, or financial consequences of a short sale.

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3. No Guarantee of Approval

Seller understands and agrees that:

- Short sales are subject to lender approval
- Approval is not guaranteed
- Lenders may reject, counter, or withdraw approval at any time
- Lenders may pursue deficiency balances unless otherwise agreed in writing

The Facilitator makes **no representations or guarantees** regarding lender approval, timelines, or final terms.

4. Seller Responsibilities

Seller agrees to:

- Provide complete, accurate, and truthful financial information
- Promptly supply requested documentation
- Maintain communication with the Facilitator
- Continue to cooperate with real estate agents, lenders, and other parties involved

Seller acknowledges that providing false or incomplete information may result in denial of the short sale.

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5. Compensation Disclosure

Seller understands that the Facilitator's fee:

- May be paid by the lender, buyer, or other third party as permitted by lender guidelines
- May be contingent upon successful closing of the short sale
- Will be fully disclosed in the settlement statement (HUD-1 / Closing Disclosure)

Seller acknowledges that **no upfront fees are required** unless otherwise permitted by applicable law and disclosed in writing.

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6. Relationship to Other Parties

Seller understands that:

- The Facilitator may work with real estate agents, buyers, attorneys, and lenders
- The Facilitator does not represent the buyer
- The Facilitator's role is limited to short sale coordination

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7. Credit, Tax, and Legal Consequences

Seller acknowledges that a short sale **may negatively impact credit** and **may have tax or legal consequences**, including potential deficiency judgments or taxable debt forgiveness.

Seller is advised to seek independent professional advice before proceeding.

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8. Voluntary Participation

Seller confirms that participation in the short sale process is voluntary and that Seller may withdraw at any time prior to lender approval or closing, subject to contractual obligations.

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9. Governing Law

This disclosure shall be governed by the laws of the state in which the property is located.

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10. Acknowledgment and Consent

By signing below, Seller acknowledges that they have read, understood, and received a copy of this Short Sale Facilitation Disclosure.

Property Address: ____

Seller Name(s): ____

Seller Signature: ____

Date: ________________________

Facilitator / Company Name: Kimberly King / SOS Team LLC

sosteamllc@gmail.com

303-435-5127