



3837 Northdale Boulevard, Suite 352
Tampa, Florida 33624
Office (813-448-1121 Fax (813)448-1122

***SHORT SALE SUBMISSION FORM / PROCESSING CONTRACT FOR AGENTS

Realtor Information

Listing Agent	Watson Office
Agent Email	Agent Office #
Agent Cell #	Agent Fax #

Property Address

Street, City, Zip

Buyer Information

Buyers Name	Buyer Name
Buyers Email	Buyer Email
Buyers Ph. #	Buyer Phone #
Buyers Agent	Buyer Agent
Agent Email	Agent Email
Agent Ph. #	Agent Ph. #

This AGREEMENT, acknowledgement, and waiver is made between homeowner(s), listing agent and **Realcynergy, Inc.** This agreement is regarding the property located at the property address listed above. Title Agent acknowledges, verifies and agrees to by initialing and signing below, ALL OF THE FOLLOWING:

_____ I agree that **Realcynergy, Inc.** will be our exclusive short sale negotiator on the above Property,

_____ I have read and understand every document I have signed pertaining to the short sale process.

_____ I agree NOT to hold **Realcynergy, Inc.** AGENT, or any of their affiliates, partners, and/or associates, legally, financially or any other way responsible if the short sale process for any reason does not result in **Realcynergy, Inc.**, AGENT, or any of their affiliates, partners, and/or associates being able to sell or purchase my Property and/or stop the foreclosure from taking place.

_____ I acknowledge that the short sale process can be a long and drawn out process (sometimes several months or more) and that there is NO guarantee that the Lender will fully cooperate with the short sale process, thereby making it very difficult and/or impossible for **Realcynergy, Inc.** or AGENT to arrive at a successful completion before the lender completes the foreclosure process and the Property goes to the foreclosure sale.

_____ **Realcynergy, Inc.** or AGENT or a representative of **Realcynergy, Inc.** or AGENT has verbally explained all matters set forth in this AGREEMENT / ACKNOWLEDGEMENT / WAIVER and ALL other documents I have heretofore signed and answered ALL questions that TITLE AGENT had regarding said matters in ALL signed documents.

Title Agency Name:	Watson Title Services, Inc.
Contact:	Karen Griffin
Email:	kgriffin@watsontitleservices.com
Office Phone #:	(407) 637-3809

Agent Signature

Date



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Explanation for Lender

Please explain in as much detail as possible why the shorting lender should:

1. Accept Your Submitted Offer
2. Why the Listing Price is Reasonable

Please include the following in your explanation:

1. Recent and Valid Comps
2. Market Data and Conditions (declining Market, evidence, articles etc.)
3. Property Condition
4. Deferred Maintenance
5. Contractor Bids

Please also include a MLS Report on competitive Listings, History Etc.

WE MUST HAVE A REASON TO SUPPORT THE LENDER SHORTING THE EXISTING LEINS.

Value and Condition are the two largest areas to be addressed.

- Please include, at a minimum the following:
- Comps
- Photos
- Market Data
- Property Condition Notes
- Listings/Solds in past 3 months
- Contractor Estimates
- Other Relevant Data

Please see ESTIMATE OF CONDITIONS AND REPAIRS as a guide when supplying this information.

Real People, Real Expertise, Real Solutions

SAMPLE COVER LETTER

(Lender)
(Attn: Loss Mitigation Dept.)
(Re: Seller Name)
(Account Number(s))
123 Main Street
Any City, CA 91111

Short Sale Cover Letter
RE: Property Address, City, ST ZIP

Please accept the following information along with the complete short sale package that follows.

This particular property has been on the market since XXXXX and despite all of the marketing that has been done for the listing, this is the only offer that we have received in XX months. We have had the property listed on top real estate websites with a virtual tour and multiple photos. Please reference the list of marketing that has been done for the property. We have gradually reduced the price over the course of the listing to generate market interest and we are still actively showing the property. The house is currently listed at XXXXXXXXX and there have not been any showings since we made this reduction on XX/XX/XX.

List of Advertising

Company Site
Your Listing Website
Realtor.com
Homes Magazine
Sign in Yard
Etc.

Description

This property was built in 1960 and has had little or no upgrading. The house also backs up to a warehouse district which makes it less desirable for a lot of the buyers in a market where there are many options. The property has been well cared for but is dated and needs significant renovations to meet with today's standards.

Visible Repairs Needed

Needs new carpet in bedrooms
Cracked tiles in living area and kitchen backsplash
Missing framework on laundry door frame
Missing laundry room doors
Over grown lawn and landscaping
Needs interior and exterior paint
Needs deep and thorough cleaning
Trash removal

SAMPLE COVER LETTER

There are currently 31 properties on the market in the XXXXXXXX subdivision with list prices as low as \$144,900 for a 3/2. The last closed sale was on 10/31/2007 for a 4/2 home that sold for \$205,000 and is 200 square feet larger than the subject. There is currently one property that is pending sale; it is also a 4/2 with a list price of \$130,000. I have included this information in the CMA provided directly from the MLS for your review.

Given the current market condition and the overall condition of the property, it is my opinion that it would not be in the best interest of XXXXXXXXXXXX to proceed with a foreclosure on this property. I am very familiar with the area in which this property is located and I am more than willing to provide any additional information that you would need in order to decide to allow this short sale to go through.

I hope that with this additional information we can do what is in the best interest of all parties and proceed to closing.

Thank you,

Your Name
Brokerage
Contact Information



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ESTIMATE OF CONDITION AND REPAIRS

Seller Name _____

Property Address _____

Inspection	Repairs / Replacement Required	Estimated Repair Costs
Structural Components		
Foundation, Basement, Crawl Space		\$
Walls		\$
Columns or Piers		\$
Floors		\$
Ceilings		\$
Roof Structure or Attic		\$
Exterior		
Doors (Exterior)		\$
Windows		\$
Decks, Balconies, Stoops, Porches, Patio		\$
Driveway, Walkways, Retaining Walls		\$
Systems		
Plumbing		\$
Hot Water System		\$
Electrical System		\$
Heating System		\$
Air Conditioning System		\$
Well or Septic		\$
Irrigation		\$
Interior		
Ceilings		\$
Walls		\$
Kitchen		\$
Bathrooms		\$
Appliances		\$
Other:		\$
		\$
		\$
Are there possible illegal additions or enclosures (i.e., any step down areas or converted carport/garage or porch areas)?		\$
Total Estimated Repairs		
		\$