



FIRST CHOICE

Title and Escrow Services, Inc.

SHORT SALE DISCLOSURE

In a short sale the seller's lender agrees to accept less than what is owed on the loan for a property. As such, it requires the lender's approval.

Please note that the property will continue to be on the market until the lender accepts an offer.

The following is a partial list of potential situations that could affect a short sale:

1. After the lender receives the short sale package, the lender will require at least 30 to 90 days in approving the short sale. After, approval the sale must close within the 30 days.
2. The seller will receive no cash from this transaction. Any funds usually due to the seller will be paid by the lender.
3. The seller has no additional cash and will be unable to pay for any closing cost, such as the buyer's appraisal or a home warranty.
4. If the seller is unable to pay for maintaining the property and the buyer would like to turn on the utilities for any inspections, the buyer must pay for those utility cost.
5. The seller's agent will split the commission 50/50 with the buyer's agent. Please note that since the lender is taking less than what is owed to them in a short sale, the lender may negotiate a lower commission percentage.
6. The forgiven debt may be considered as taxable income by the IRS. The lender has the right to send the seller a 1099-C form. The seller should discuss this matter with a tax accountant for possible implications in your individual case. This has no bearing on the buyer whatsoever.

By signing this disclosure, you acknowledge that you have read and understood these scenarios, any changes to the total commission rate, if any, will be announced at the time of the lender's final approval.

Seller's Signature

Date

Listing Agent's Signature

Date

Buyer's Signature

Date



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PRE-SHORT SALE PROCESSING DISCLOSURE

Property Address

In consideration for processing a short sale First Choice Title And Escrow Services, Inc. will perform the following tasks to expedite the process:

1. Gather all the required information from the seller to forward to the lender(s).
2. Submit the required information to the lender(s); either upon sales offer or upon receipt of paperwork, depending on the lender(s) short sale procedures.
3. Follow up with the lender(s) to assure package has been received.
4. Maintain open lines of communication with lender(s) to assure all pertinent information is provided.
5. Provide the lender(s) the latest information of the local market conditions according to the listing real estate agent's opinion and adjust that information as needed.
6. Provide all necessary follow-up documentation requested by the lender(s) as it pertains to the market value of the property mentioned above.
7. Communicate with the lender(s) on a weekly basis once offer is submitted.

Please be advised that First Choice Title And Escrow Services, Inc. is neither an attorney's office nor an accountant's office. Should you be concerned on how a short sale will affect your credit and/or financial obligations, please seek professional legal and/or financial advice.

Seller's Signature

Date

Listing Agent's Signature

Date

Buyer's Signature

Date

Selling Agent's Signature

Date



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Owner Information Sheet

Property Owner Name: _____

Legal Marital Status: _____ Single _____ Married _____ Divorced, if yes provide Marital Settlement Agreement.

Who is on title of property? _____
(Anyone listed on title must sign at closing)

Phone: _____

Cell: _____

Email: _____

Mailing/Forwarding Address:



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HOLD HARMLESS AGREEMENT

The undersigned parties agree to seek independent counsel pertaining to sale of their home, land, real property in the matters of state and federal taxes and legal implications. The under signed sellers shall contact the appropriate real estate attorney and or certified public accountant to obtain qualified counsel relating to implications of selling the below mentioned real property.

ADDRESS: _____ CITY _____ STATE _____

IN SIGNING THIS RELEASE, I (we) ACKNOWLEDGE AND REPRESENT THAT I (we) have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign if voluntarily as my own free act and deed; no oral representation, statements, or inducements, apart from the foregoing written agreement, have been made; I (we) execute the Release for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I (we) have hereunto set my hand and seal on this ____ day of _____, 20__

THIS IS A RELEASE READ BEFORE SIGNING

Seller's Signature

Date

Seller's Signature

Date



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HOMEOWNER AUTHORIZATION

Mortgage Company: _____

Customer Services Number: _____

Loan Number: _____

Borrowers Name: _____

Co-Borrowers Name: _____

To Whom It May Concern:

This letter is to serve as authorization for Amy Delgado, Title Agent, of First Choice Title And Escrow Services, Inc., and any of its representatives, as my Closing Agent(s), whose contact number is (305) 596-7400 to speak with mortgage company, servicing lender, and/or any attorney's office representing the lender in a foreclosure on my behalf in reference to the above mentioned mortgage account for the property located:

_____ City _____ State _____ Zip Code _____

Should you need to reach me directly, please contact me at the following phone number:

_____.

Regards,

Borrower's Signature
Social Security Number: _____

Date

Borrower's Signature
Social Security Number: _____

Date



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Should you need to reach me directly, please contact me at the following phone number:

_____.

Regards,

Borrower's Signature
Social Security Number: _____

Date

Borrower's Signature
Social Security Number: _____

Date



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Please note that your lender(s) may require additional documents that are not listed here. Once we receive their specific requirements we will modify your package to meet those requirements. The below items are usually, but not exclusively, require by most lenders.

SHORT SALE DOCUMENTATION CHECKLIST

- Third party authorization, also known as the “Homeowner’s Authorization”.** This allows us to speak with lender(s) or mortgage companies on your behalf. (Included within this package).
- Bank Statements-** Last two most recent months of Bank Statements (checking and savings).
- Pay Stubs-** Last two most recent months of pay stubs. If unemployed, copy of unemployment letter showing you are receiving unemployment. If you are unemployed but not receiving unemployment benefits please submit a letter stating this.
- Taxes-** two most recent copies of filed taxes with W-2. Taxes have to be complete with all schedules attached.
- Financial Statement or Profit and Loss-** financial statement outlining your debt to income ratio.
- Hardship Letter-** this letter explains your current financial situation and your inability to make payments either now or in the future directly related to the situation stated. (Hardship Letter template included in this packet).
- Owner Information-** an owner information sheet detailing all necessary information needed to complete short sale process. (Included in this packet).
- Statements-**Copy of latest mortgage/equity line statements, second mortgage and HOA statement.
- A copy of Owners title insurance.**

The required information can be submitted by fax to (786) 691-2878

Or via email to: Office@FCTitleServices.com

Disclaimer:

Time is of the essence. The processing of the short sale is determined on how quickly the required information is submitted to First Choice Title And Escrow Services, Inc. by the homeowner. While typically a short sale may take 60 to 90 days to process some lenders may take up to 6 months prior to giving an approval letter. First Choice Title And Escrow Services, Inc., will be held harmless in the event the lender takes longer than the 60 to 90 days for the short sale facilitation.



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ASSOCIATION INFORMATION SHEET

Master Association Property Management Company:

Contact Phone Number: _____

Are you currently past due on your HOA/Condo payments? _____

If yes, approximately how many months? _____

Association dues monthly \$ _____

Second Homeowner Association:

Contact Phone Number: _____

Are you currently past due on your HOA/Condo payments? _____

If yes, approximately how many months? _____

Association dues monthly \$ _____

Attorney's Contact information:

I hereby authorize First Choice Title and Escrow Services, Inc. and any of its representatives to obtain payoff information and estoppels for the homeowners associations on my property.

Borrower's Signature

Date

Borrower's Name (Print)

****Please contact your association and request the current amount due in order to negotiate the short sale accurately or include copy of most recent statement. ****



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WATER AND SEWER UTILITY BILL INFORMATION SHEET

Water and Sewer Company:

Phone Number: _____

Account Number: _____

Name on Account: _____

Are you currently past due on your water utility bill payments? _____

If yes, approximately how many months? _____

Monthly Water Bill Amount \$ _____

Please provide us with a copy of your Water and Sewer Utility Bill.



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Home Affordable Foreclosure Alternatives (HAFA) Program

In a short sale, the mortgage company lets you sell your house for an amount that falls "short" of the amount you still owe.

- You can get free advice from HUD-approved housing counselors and licensed real estate professionals.
- Unlike conventional short sales, a HAFA short sale completely releases you from your mortgage debt after selling the property. This means you will no longer be responsible for the amount that falls "short" of the amount you still owe. The deficiency is guaranteed to be waived by the servicer.
- In a HAFA short sale, your mortgage company works with you to determine an acceptable sale price.
- HAFA has a less negative effect on your credit score than a conventional short sale or a foreclosure judgment.
- When you close, HAFA **MAY** provide \$3,000 in relocation assistance.

Eligibility

You may be eligible for HAFA if you meet all of the following criteria:

- You have a documented financial hardship.
- You have not purchased a new house within the last 12 months.
- Your first mortgage is less than \$729,750.
- You obtained your mortgage on or before January 1, 2009.
- You must not have been convicted within the last 10 years of felony larceny, theft, fraud, forgery, money laundering or tax evasion in connection with a mortgage or real estate transaction.

**Eligibility criteria are for guidance only. Contact your mortgage servicer to see if you qualify for HAFA.*



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Relocation Incentive

While you may qualify for the HAFA program you may not qualify for a relocation incentive. Relocation incentives are given to those who currently occupy the property being sold in the short sale. In order to be considered for a relocation incentive, please provide a utility bill showing both the mailing and service address. Please also provide a second form of proof showing that you occupy the property being sold in the short sale. Other forms of proof are the following: Taxes, other Utility Bill, or Bank Statement. Additionally, banks can choose not to award a relocation incentive based on a number of different factors. This decision is at the discretion of the bank.

By signing the form below I am aware that I am applying for the HAFA program and my lender will determine if I qualify for it. I also understand that a relocation incentive is not guaranteed.

Borrower's Signature

Date



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HAMP Denial Letter

Date: _____

Regarding:

Borrower Name: _____

Loan Number: _____

Property: _____

To Whom This May Concern,

Please accept this letter as a formal request to proceed with the HAFA short sale on my property stated above. I do not wish to pursue or participate with the Home Affordable Modification Program (HAMP).

If you wish to contact me, please call me directly at _____.

Sincerely,

Borrower Name: _____