



**SHORT SALE REQUEST**  
**San Diego Neighborhood Housing Services**  
*A wholly owned affiliate of Community Housing Works*

Upon request for short sale please supply the following:

- 1) Please supply the following items for review:
  - a) Projected sales price and closing date.
  - b) Copy of the MLS listing.
  - c) Copies of all sales contracts including all amendments and addendums, fully executed.
  - d) Copy of 1<sup>st</sup> lender approval of short sale.
  - e) Hardship letter
  - f) All current Bank or other Asset Statements covering most recent 60 day period
  - g) All Current Income Documentation, i.e.: 2 years most recent W-2's , Current pay stubs to cover a full one month period, 1040's Fed. Tax Returns for most recent 2 years, all schedules
  - h) Estimated HUD-1 and Net Sheet
  - i) Preliminary Title Report
  - j) BPO with at least 3 comparables or Copy of Appraisal (within 90 days of transaction).
  - k) Authorization to represent (from SDNHS Borrower/Seller)
  - l) Percentage of loan amount that will be paid to SDNHS for all liens owed to SDNHS

All information must be supplied prior to any request for review. Review may take up to 30 days and will not be considered if all documentation is not supplied.

Send all correspondence to:  
San Diego Neighborhood Housing Services  
Attention: Dee Sodano or Maria Rios  
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