BEFORE YOU WALK AWAY · SHORT SALE RESOURCE LIBRARY

Your Short Sale Agent Toolkit

Thanks for downloading. Here are all 18 editable Word and Excel templates I use on my own short sale files.

OPEN THE TOOLKIT FOLDER →

Or copy this link: https://drive.google.com/drive/folders/19zXm8wozn7U12zF-7sbgEuHxkRZ9iu8I

The folder is view-only, so download the files you want to keep. I update them as lender and investor rules change, so check back before you start a new file.

01 Initial Homeowner Consultation Questionnaire

02 Short Sale Eligibility and Net Sheet (Excel)

03 Third-Party Authorization Checklist

04 Hardship Letter Guide and Sample

05 Short Sale Document Collection Checklist

06 Submission Cover Letter Template

07 Servicer Communication Log (Excel)

08 Lien and Title Tracking Sheet (Excel)

09 Short Sale Offer Instructions for Buyer Agents

10 BPO and Appraisal Packet Checklist

11 MLS Remarks Examples

12 Weekly Status Update Template

13 Approval Letter Review Checklist

14 Foreclosure Postponement Verification Checklist

15 Closing and Post-Closing Checklist

16 Homeowner Keep Forever Folder Checklist

17 Landlord Explanation Letter Template

18 Long-Term Client Follow-Up Plan

Have a short sale you'd rather hand off, or want a second set of eyes on one? Call me. I'm glad to talk through a referral between our brokerages.

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