



225 West Valley Parkway, Suite 100  
Escondido, CA 92025

Phone: (760) 650-4151  
Fax: (760) 735-9393

# SHORT SALE CHECKLIST

Please send with Contract

Commission will be calculated at 6% or

\_\_\_\_\_

Short Sale Negotiator fee?

\_\_\_\_\_

Transaction Coordinator fee? \_\_\_\_\_

Termite Work? \_\_\_\_\_

Septic? \_\_\_\_\_

What title company? \_\_\_\_\_

If there is a HOA, how much are dues? \_\_\_\_\_

What is HOA contact phone number? \_\_\_\_\_

Is there a 2nd loan, if so how much to 2nd? \_\_\_\_\_

Any other liens we need to know about? \_\_\_\_\_

\_\_\_\_\_

Does this property qualify as seller principal residence (2 of the last 5 years)? Yes / No If not, is seller taking a loss? Yes / No

**IF THE ANSWER TO BOTH QUESTIONS IS NO, PLEASE  
CALL ESCROW REGARDING THE CALIFORNIA  
WITHHOLDING REQUIREMENTS.**