

SHORT SALE WORKSHEET

Approximate Closing Date: _____ Sales Price: _____

Property Address: _____ APN: _____

Seller: _____

Buyer: _____

Title Company: _____

Do you have a prelim? If yes, please provide me with a copy when returning this worksheet. It is best if we receive a copy of the prelim with this worksheet in order to provide you with more accurate figures.

First Lien Holder: _____

Commission to _____ (listing) _____ %=\$ _____

Commission to _____ (selling) _____ %=\$ _____

Amount to be paid to any existing second trust deed holder..... \$ _____

#1 Monthly HOA Dues (if any)..... \$ _____

#2 Monthly HOA Dues (if any)..... \$ _____

Delinquent HOA Dues.....\$ _____

Who pays HOA Transfer Fee? _____ approximate amount.....\$ _____

Who pays HOA Document Fee? _____ approximate amount.....\$ _____

Current Property Tax Amount.....\$ _____

Any Delinquent Property Taxes.....\$ _____

Who pays Home Protection Plan? _____ approximate amount.....\$ _____

Who pays Zone Disclosure Fee? _____ approximate amount.....\$ _____

Who pays documentary transfer tax? _____

Who pays for termite report and work? _____ approximate amount.....\$ _____

Seller credit to buyer for buyer's closing costs.....\$ _____

Email address or fax number you'd like the estimated HUD-1 sent to: _____

Estimated Closing Statement requested by: _____

Additional Notes: _____
