

# O'Brien Financial Services Inc.

Short Sale Property Address: \_\_\_\_\_

Client Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## CHECKLIST

Directions: Make sure you have included all of the required documents. Incomplete files will be set aside until all required documentation is received. **Please fax the required documents with the Checklist as the Coversheet.** Check off all items contained in the transmittal.

We prefer you Fax# 206-600-5179, or email documents to: **obrienfinancial@gmail.com**

- New File In-take Form**
- Property/Seller Information Sheet**
- Authorization to Release Information (ATR)** – Must have the Seller's Social Security Number AND Signature – if you are using an OBFS Inc. Services provided form, **please leave the Authorizing Party BLANK.**
- Purchase and Sales or Option Agreement** - Must have both a Buyer & Seller's Signature
- Hardship Letter** – Must be signed by the Seller (1-2 pages only, be specific as possible)
- Financial Statement** – first check the website for each Lender to see if a company specific financial statement or packet is available.
- 2 most recent paystubs**
- 2 most recent Bank Statements**
- 2 most recent years IRS Tax Returns with W-2's(all schedules)** – First 10-15 pages of each ONLY
- Repair Estimate(Optional)** be as detailed as possible – provide dollar amounts for your repairs (be generous) – take specific photos of any areas in need of repair to help build your case with the lender
- MLS Listing Agreement** (if applicable)
- What is your selling/exit strategy?** Cash Buyer/ finance buyer \_\_\_\_\_
- I WISH TO PURCHASE THE PROPERTY FOR \$** \_\_\_\_\_

FOR OFFICE USE ONLY

Client Acct #:

Date Initial File Received: \_\_\_\_\_

Is File Complete: Yes

No

If initial File is Incomplete – Date of receipt of COMPLETED File:

## New File In-Take Form

### Homeowner Registration

Borrowers First Name	Middle	Last
Co-Borrower First Name	Middle	Last
Short Sale Property Address:		
City:	State:	Zipcode:
Home Phone:	Work Phone:	Cell Phone:
Homeowner Email:	Have you ever filed Bankruptcy?	
Borrower's Social Security#	Co-Borrower's Social Security#	
Choose a Homeowner Login Username		
Choose a Homeowner Password		

### Property Information

<b>Mortgage #1 Account #</b>	<b>Lender Name:</b>	<b>Loan Balance</b>
<b>Mortgage #2 Account #</b>	<b>Lender Name:</b>	<b>Loan Balance</b>
<b>Property Contact Name</b>	<b>Phone#</b>	

### New Buyer Information

<b>Company:</b>		
<b>First Name</b>	<b>Last Name</b>	
<b>Street Address</b>	<b>Apt/Suite#</b>	
<b>City</b>	<b>State</b>	<b>Zip Code</b>

<b>Home Phone</b>	<b>Work Phone</b>	<b>Cell Phone</b>	<b>Fax #</b>
<b>Buyer's Email Address</b>	<b>Choose a Buyer Login</b>	<b>Choose a Buyer Password</b>	

## O'Brien Financial Services Inc.

### PROPERTY/SELLER INFORMATION SHEET

Client Name:	Company Name		
Phone:	Mobile Phone	Email	
Fax:	Referred By:		

#### Seller Information

Borrower 1 Name		SSN	
Borrower 2 Name		SSN	
Mailing Address (include zip code)			
Home Phone:	Work Phone:		
Cell Phone:	Email:		
Has Foreclosure been filed? Date Filed:	Has Sheriff Sale Date been Set? Date:		
What is the nature of the Seller's Hardship? (divorce, medical, etc)			

#### Short Sale Property Information

Property County:	Vacant or Occupied:
Property Address (include zip code)	
As-Is Value \$	
Amount of Repairs \$	
Description of Property (repair description, neighborhood, unique features etc.)	

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**Loan/Lender Information**

<b>First</b> Lender Name		Account #	
Any prior attempt to work out any solutions with the lender?			
First Mortgage Balance (including fees): Monthly Payment Amount:	How many payments behind: Are taxes & insurance escrowed:		
What is the loan type: Conv. FHA VA FNMA FDMC (circle one)	What was the year this loan originated:		
<b>Second</b> Lender Name		Account #	
Any prior attempt to work out any solutions with the lender?			
Second Mortgage Balance (including fees): Monthly Payment Amount:	How many payments behind:		
What is the loan type: Conv. FHA VA FNMA FDMC (circle one)	What was the year this loan originated:		
<b>Third</b> Lender Name		Account #	
Any prior attempt to work out any solutions with the lender?			
Third Mortgage Balance (including fees): Monthly Payment Amount:	How many payments behind:		
What is the loan type: Conv. FHA VA FNMA FDMC (circle one)	What was the year this loan originated:		

**Additional Lienholder Information (IRS Tax Liens, Property Tax Liens, Attorney Fee Liens etc.)**

<b>Lien Holder #1</b> Company Name		Account #	
Contact Name:	Phone # Fax #		
Amount (\$) of Lien:	What was the year this lien originated:		
<b>Lien Holder #2</b> Company Name		Account #	
Contact Name:	Phone # Fax #		

Amount (\$) of Lien:		What was the year this lien originated:	
<b>Lien Holder #3</b> Company Name		Account #	
Contact Name:		Phone # Fax #	
Amount (\$) of Lien:		What was the year this lien originated:	

### Realtor Listing Information

Listing Realtor:		Phone #:	
Brokerage/Firm:		Fax #:	
MLS#:		Email:	
Date Listed:		Listing Price:	

### Repair Worksheet

**Make a ( x ) if you are aware of any repairs or list the SQFT. Do not worry about calculating repairs.**

**Property Address:** \_\_\_\_\_

Exterior					
	Item	Amount/Sq Ft.	Item Cost	Your Cost	Lender Cost
per SqFt	Decking / Porches		\$25.00		
	Doors - Exterior Slider		\$500.00		
	Doors - Exterior Steel		\$300.00		
	Doors - Garage (1 Car)		\$600.00		
	Doors - Garage (2 Car)		\$850.00		
	Doors - Storm / Screen		\$190.00		
	Drainage Problem		\$2,000.00		
	Gutters (# in linear ft)		\$2.75		
	Landscaping		\$150.00		
	Paint Trim Only		\$800.00		
	Painting/Priming - Full Exterior		\$1,800.00		
per SqFt	Paving - Asphalt		\$1.50		
per SqFt	Paving - Concrete		\$5.00		
per SqFt	Paving - Gravel		\$0.50		
per SqFt	Roofing		\$2.50		
	Roof Tear Off (Per Layer)		\$2.50		
	Rotten Wood		\$600.00		
per SqFt	Vinyl Siding		\$4.00		
per SqFt	Soffit/Fascia		\$1.00		
	Windows - Basement		\$125.00		
	Windows		\$200.00		
	Additional Item				
	Additional Item				
<b>Subtotal:</b>					

Interior/General					
	Item	Amount/Sq Ft.	Item Cost		
	A/C (New)		\$1,700.00		
	A/C (Service)		\$250.00		
	Blinds (cost/blind)		\$30.00		
	Ceiling Fans		\$125.00		
per SqFt	Ceramic Tile		\$9.00		
	Cleaning		\$300.00		
	Demolition (Per Hour, Per Man)		\$15.00		
	Doors - Generic		\$40.00		
	Doors - 6 panel doors		\$210.00		
	Drywall (per 4X8 sheet)		\$43.20		
	Electrical Panel		\$1,000.00		
	Electrical Upgrade		\$2,000.00		
per SqFt	Flooring - New Subflooring		\$2.00		
per SqFt	Flooring - Refinish Hardwood		\$2.50		
per SqFt	Flooring - Replace Carpet		\$1.66		
	Foundation Repair/ Leaks		Get a Bid		
	Handyman /Carpentry & Misc (per hr)		\$35.00		
	Dumpster Rental (20 yd)		\$350.00		
	Dumpster Rental (40 yd)		\$475.00		
	Heat (new)		\$1,500.00		
	Heat (Service)		\$250.00		
	Hot Water Heater		\$500.00		
per SqFt	Insulation		\$0.75		
	Paint (per room)		\$200.00		
	Plumbing Stack		\$1,000.00		
	Screens (cost/window)		\$25.00		
	Termite treatment		\$900.00		
LinearFt	Trim & Casings		\$2.00		
	Waterproofing		\$750/wall, \$250/pump		
	Additional Item				
	Additional Item				
	<b>Subtotal:</b>				

Kitchen					
	Item	Amount	Item Cost		
	Cabinets (fronts)		\$800.00		
	Cabinets (Paint)		\$700.00		
	Cabinets (replaced)		\$2,000.00		
	Counter Tops (\$18 per ft)		\$18.00		
	Dishwasher		\$400.00		
	Fixture		\$45.00		
	Range		\$500.00		
	Sink		\$120.00		
	Vent Hood		\$75.00		
	Additional Item				
	Additional Item				
	<b>Subtotal:</b>				

Baths				
Item	Amount	Item Cost		
Basic Gut (Vanity,Tub,Toilet, Install)		\$2,000.00		
Shower Stall		\$550.00		
Tile / Tub Glazing		\$400.00		
Toilet		\$200.00		
Vanity, Sink, Faucet, Install		\$300.00		
Additional Item				
Additional Item				
<b>Subtotal:</b>				


Subtotal:

Cost Over Runs: 

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**Repair Cost Total:**

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## Help Sheet for Repair Inspection Checklist

€ **Photo set 1:**

Take photos of all areas needing **obvious** repair – these photos will be for the lender. Be detailed and look for things like broken windows, mold, leaks, stains, holes in walls/ceiling, mechanical/plumbing problems etc.

€ **Photo Set 2:**

Take nice photos of the property for use on the MLS or for general marketing – in this set you will avoid the bad stuff and take nice overall pictures (if possible – on some houses this will not be an option)

€ Survey the street and surrounding neighborhood – note the overall condition and take pictures of any run down houses with trash in the yard or high grass, vacancies, homes in general disrepair. This will help build the case with the lender.

€ Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

€ Has the lender changed the locks?

€ Is the house secure?    Yes    No

Any code violation notices on the house?    Yes    No    (if present – remove and attach to

# Authorization to Release

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

## Homeowner(s)

Borrower 1:

\_\_\_\_\_

Borrower2:

\_\_\_\_\_

Property Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

\_\_\_\_\_

## 1<sup>st</sup> Mortgage

Loan # \_\_\_\_\_

Lender Name: \_\_\_\_\_

Lender Phone: \_\_\_\_\_

## 2<sup>nd</sup> Mortgage

Loan # \_\_\_\_\_

Lender Name: \_\_\_\_\_

Lender Phone: \_\_\_\_\_

I/We the undersigned hereby authorize you to release any information that may require any type of discussions of the above-referenced loan to **Authorizing Party** \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ and/or their agents/assigns. This document **may be duplicated in blank and or sent via facsimile transmission**. This document shall also be considered a continuation, authorization document towards any duplicates of notices involving my loan.

\_\_\_\_\_

**Borrower 1 Signature**

**SSN:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

\_\_\_\_\_

**Borrower 2 Signature**

**SSN:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_