

**SHORT SALE DOCUMENTS
REQUIRED FROM AGENT**

In addition to the supporting documents required from our mutual Client, we also need the following agent- supplied documentation to complete the Short Sale package.

Required Supporting Documentation; At Time of Listing:

- Fully executed copy of the Listing Agreement
- Fully executed copy of all applicable Addendums
- MLS Plano, both private and public versions
- All applicable Comparables to support listing price
- Copy of SPDS
- Copy of any Advisories or Disclosures, which may be required by your brokerage

Required Supporting Documentation; Upon Entering into Contract:

- Fully executed copy of the Purchase Contract
- Fully executed copy of all applicable Addendums
- Fully executed copy of all Counter Offer(s)
- Proof for Funds / Pre-qualification from Buyer(s)
- Fully executed copy of the SLG Buyers Instructions
- Fully executed SLG Fee Agreement

It is imperative that we receive all of the requested documentation from you in a timely manner in order for us to avoid any delays in submitting our mutual Clients Short Sale package.