

## **LISTING AGENT – Short Sale Process**

- 1) **NEW CLIENT** – email your client an intro and cc:CARE letting them know we will work with their banks and if they have any questions to respond to the email to schedule a time, if they want to talk.
- 2) **Authorization Form** – First doc needed, as this can take 2-3 weeks to get approved bank.
- 3) **Listing Agreement**
  - Include all pages
  - Wet signature needed
  - SSL – short sale addendum, if box check, include addendum
  - **CLC ADDENDUM – ADD VERBIAGE** – Seller may cancel this agreement prior to the ending date of the listing period without advance notice to the broker, and without payment of a commission or any other considerations, if the property is conveyed to the mortgage insurer or the mortgage holder. The sale completion is subject to approval by the mortgagee.
- 4) **MLS Sheet**
  - Send copy when listed showing DOM
  - Listing Date & Listing Expiration
  - Each reduction – need mls link or sheet
  - **MARKETING REMARKS** – Home being sold in the “as-is” condition, any inspections are at the expense of the buyer. Subject to bank approval.
  - **AGENT REMARKS** – Short Sale handled by CARE Services. To submit an offer, go to [careservices.us](http://careservices.us) for the checklist – click on buyer tab. CARE has a charge to provide a full service, please refer to their contract. They will be working on getting all liens released and the credits for the buyers. Any questions you can email [care@care-services.us](mailto:care@care-services.us) about the process.
- 5) **Dual Agency**

If you are the listing agent and buyer agent, make sure to complete the buyers checklist with docs needed to submit an offer. Go to CARE’s website at [www.careservices.us](http://www.careservices.us) – click on buyer tab for the checklist and contract.

Look Forward to Working with you!!

Annie Lehet

C.A.R.E., Executive Director

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