

## **Short Sale Services Provided**

- **Short Sale Package Preparation & Submission**

*Seller Documentation:*

We will work directly with your Seller to collect the required documents their Lender will need to evaluate the Short Sale. This includes their tax, bank, employment, living expenses, proper documentation of their hardship situation and any other information that is necessary at initial submission.

*Agent Documentation:*

We will work directly with the Agent to collect market/value data, listing contract, purchase contract, Title/Escrow documents and any other information that is necessary at initial submission.

*Packaging & Processing*

Once we have all the required documents, the package is assembled and submitted to the Lender and a follow-up plan is initiated until we have confirmation that the package was received and a Bank Negotiator was assigned. At that point, the complete file is handed over to the Agent for the final evaluation/negotiation with the Lender.

***FEE: \$500 paid by the Seller up front***

***FEE: \$395 paid by Lender at COE (if allowed on HUD) or Seller/Agent (If not allowed on HUD)***

- **Agent Coaching**

*Pre Listing and Listing Stage:*

We will assist the Agent with evaluating the Client's circumstances and help create a strategy for pricing the property for a successful sale. We will also offer suggestions for Listing Contract language, terms and conditions important to a Short Sale.

*Contract Stage:*

We will assist the Agent with evaluating Offers and make suggestions for Counter Offers both in Price and Terms/Conditions for the greatest success of Lender Approval.

*Negotiating Stage:*

We will assist the Agent with negotiations with the Lender by evaluating Lender requirements, Offers and Counter Offers. We will offer suggestions to maximize success of Lender Approval.

***FEE: \$750 paid by the Agent (\$250 at Listing; \$250 at Contract; \$250 at Closing)***

***FEE: Short Sale Package fee from Seller applies***

- **Short Sale Negotiating Services**

If the Agent would rather not be involved in the negotiating process with the Lender but still wants to represent the Seller on the Listing/Selling of the property, we may offer to negotiate the sale ourselves for a fee. The Coaching Service at Listing and Contract stage is included.

**FEE:** *25% of Listing Commission paid by the Agent at COE*

**FEE:** *Short Sale Package fee from Seller applies*

- **Short Sale Referral**

If the Agent does not have a relationship with the Seller and is not interested in Representing the Client in any manner, we may offer to take the Listing and pay the Agent a referral fee for that business. Because Lenders often times limit the amount of commission allowed, and because of the amount of work and money involved in carrying a short sale listing, the referral fees are paid out in the following amounts:

**FEE:** *Referral fee paid by Phoenix Heritage Real Estate at HomeSmart's Broker at COE  
(15% for homes sold >\$500K; Homes <\$500K are paid \$500 and <\$250K are paid \$250)*

**FEE:** *Short Sale Package fee from Seller applies*