

[Title Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

Date: [Date]

To: [Lender Name / Servicer Name]

Attention: Short Sale Department / Loss Mitigation

RE: Short Sale Approval & Title Clearance

Property Address: [Full Property Address]

Loan Number: [Loan Number]

Seller(s): [Seller Names]

Escrow/File Number: [File Number]

To Whom It May Concern,

[Title Company Name] has been engaged to provide title and escrow services for the short sale transaction of the above-referenced property. We have completed a comprehensive title search and preliminary examination of the public records.

This letter serves to confirm that upon receipt of the Short Sale Approval Letter from [Lender Name] and the satisfaction of the requirements listed below, [Title Company Name] is prepared to insure the clear transfer of title to the new purchaser, [Buyer Name].

The following items have been verified and are scheduled for clearance at closing:

- Verification of all outstanding property taxes and assessments.
- Identification of all subordinate liens, judgments, or encumbrances.
- Confirmation of HOA standing and payoff requirements (if applicable).
- Review of the executed Purchase Agreement and Addenda.

We are prepared to facilitate the closing in accordance with your approved Net Sheet and short sale guidelines. Please provide the final payoff demand and closing instructions to our office at your earliest convenience.

Should you require any additional documentation or have questions regarding the title commitment, please contact the undersigned directly.

Sincerely,

[Signature]

[Name of Title Officer/Escrow Officer]
[Title]
[Direct Phone Number]