

[Lender Name]
[Lender Address]
[City, State, Zip Code]

Date: [Current Date]

RE: Conditional Short Sale Approval

Borrower(s): [Borrower Names]
Property Address: [Property Address]
Loan Number: [Loan Number]

Dear [Borrower/Agent Name],

[Lender Name] has conditionally approved the short sale of the above-referenced property. This approval is subject to the following terms and conditions:

- **Purchase Price:** The gross sales price must be no less than \$[Amount].
- **Net Proceeds:** [Lender Name] must receive a minimum net payout of \$[Amount].
- **Closing Date:** The transaction must close on or before [Date].
- **Commission:** Real estate commissions are limited to [Percentage]% of the sales price.
- **Seller Contribution:** The Seller is required to contribute \$[Amount] at closing.
- **Arms-Length Transaction:** This must be an arms-length transaction. The buyer and seller cannot be related by blood, marriage, or business affiliation.
- **No Seller Proceeds:** The Seller shall not receive any funds or proceeds from this sale.

Required Documentation:

A final certified Settlement Statement (HUD-1 or Closing Disclosure) must be submitted to [Lender Name] for final review and approval at least 48 hours prior to closing.

Deficiency Judgment:

[Select one: The Lender waives its right to pursue a deficiency judgment / The Lender reserves its right to pursue the remaining balance of the debt.]

This approval is valid only for the offer submitted by [Buyer Name]. Any changes to the terms, buyer, or closing date will void this conditional approval.

Sincerely,

[Authorized Representative Name]
[Title]
[Lender Name]