

Date: [Insert Date]

To: [Insert Name of Escrow Agent/Company]

Address: [Insert Escrow Company Address]

Escrow Number: [Insert Escrow Number]

Re: Escrow Short Sale Closing Instructions

Property Address: [Insert Full Property Address]

Seller: [Insert Seller Name]

Buyer: [Insert Buyer Name]

Dear Escrow Officer,

These instructions supplement the existing escrow instructions for the above-referenced transaction. You are hereby authorized and directed to close this escrow only when you can comply with the following short sale requirements provided by [Insert Lender Name] (the "Lender"):

1. **Lender Approval Letter:** You must have a copy of the formal Short Sale Approval Letter issued by the Lender, dated [Insert Date]. All terms and conditions in said letter must be strictly followed.
2. **Net Proceeds:** You are instructed to wire the exact amount of \$[Insert Amount] to the Lender as specified in the approval letter. No deviations from this amount are permitted without written consent from the Lender.
3. **Closing Date:** The transaction must record and funds must be disbursed on or before the expiration date of [Insert Expiration Date] set by the Lender.
4. **Settlement Statement (HUD-1/CD):** A final certified Settlement Statement must be sent to the Lender for review and final approval prior to closing. No unauthorized credits, commissions, or payouts may be added to the statement.
5. **Seller Proceeds:** Pursuant to the short sale agreement, the Seller is to receive \$0.00 from this transaction unless specifically authorized in writing by the Lender.
6. **Subordinate Liens:** Ensure all subordinate liens and judgments are released or paid as per the Lender's approved amounts specified in the approval letter.
7. **Affidavits:** Ensure that the Arm's Length Transaction Affidavit is signed by all parties (Buyer, Seller, and Agents) and returned to the Lender as required.

Upon recordation, please provide a copy of the final executed Settlement Statement and a copy of the recorded Deed to the undersigned.

Please acknowledge receipt of these instructions by signing below.

Sincerely,

[Your Name/Authorized Party]

[Your Title/Company]

Acknowledged and Agreed:

Escrow Officer Signature

Date