

Date: [Insert Date]

To: [Insert Title Company/Escrow Agent Name]

Address: [Insert Address]

File Number: [Insert File/Escrow Number]

RE: SELLER'S AUTHORIZATION AND CLOSING INSTRUCTIONS

Property Address: [Insert Property Address]

Seller(s): [Insert Seller Names]

Lien Holder: [Insert Lending Institution Name]

Short Sale Approval Date: [Insert Date of Approval Letter]

To Whom It May Concern:

I/We, the undersigned Seller(s), hereby authorize [Insert Title Company Name] to act as the closing agent for the short sale of the property referenced above. Please proceed with the closing in accordance with the following instructions:

1. **Compliance with Approval Letter:** Closing must strictly adhere to all terms, conditions, and deadlines set forth in the Short Sale Approval Letter issued by [Insert Lender Name] dated [Insert Date].

2. **Settlement Statement:** You are instructed to provide a final Settlement Statement (HUD-1 or Closing Disclosure) to the Lender for final written approval prior to the disbursement of any funds.

3. **Net Proceeds:** All net proceeds from this sale are to be wired directly to [Insert Lender Name] as per their specific wiring instructions. The Seller(s) understand and agree that they are to receive zero (\$0.00) proceeds from this transaction unless specifically authorized in writing by the Lender.

4. **Prohibited Payments:** No additional fees, credits, or disbursements may be paid outside of closing (POC) or listed on the settlement statement unless expressly approved by the Lien Holder in the Short Sale Approval Letter.

5. **Authorization to Release Information:** You are authorized to communicate directly with the Lender, their agents, and the real estate brokers involved regarding any documents or information required to facilitate this closing.

6. **Termination:** If closing does not occur by the "Expiration Date" listed in the Short Sale Approval Letter, you are to notify the Seller and the Lender immediately and cease all disbursements until a written extension is provided.

Sincerely,

[Seller Name Signature]
Date: _____

[Seller Name Signature]
Date: _____