

DATE: [Insert Date]

TO: [Title Company Name]

ATTN: [Escrow Officer Name]

RE: Short Sale Closing Instructions

PROPERTY ADDRESS: [Insert Property Address]

SHORT SALE LENDER: [Insert Lender Name]

LENDER LOAN NUMBER: [Insert Loan Number]

ESCROW/FILE NUMBER: [Insert File Number]

To Whom It May Concern,

This letter serves as formal closing instructions regarding the short sale of the above-referenced property. You are hereby authorized and directed to close this transaction in strict accordance with the terms set forth in the Short Sale Approval Letter issued by [Lender Name], dated [Date of Approval Letter].

The following conditions must be met to finalize the closing:

- **Net Payoff:** The lender must receive the exact net payoff amount of \$[Insert Amount] no later than [Insert Expiration Date].
- **Settlement Statement (HUD-1/CD):** The final Settlement Statement must match the estimated statement previously approved by the lender. No additional credits, adjustments, or commissions may be changed without written consent from the lender.
- **Seller Proceeds:** The Seller is to receive zero (\$0.00) proceeds from this sale. Any remaining funds must be applied to the lender's payoff.
- **Junior Liens:** Ensure all subordinate liens and judgments are released or paid as per the specific limits allowed in the approval letter.
- **Recording:** All deeds and releases must be recorded immediately upon closing.

Required Documentation for Lender:

Upon closing, please provide the lender and the undersigned with the following:

- Certified copy of the final executed Closing Disclosure (CD).
- Copy of the wire transfer confirmation for the payoff.
- Copies of all signed Short Sale Affidavits or Arm's Length Transactions.

Please acknowledge receipt of these instructions and confirm your ability to comply with the lender's deadline. Should you have any questions, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Email Address]