

DATE: [Date]

TO: [Escrow Officer Name]

COMPANY: [Title/Escrow Company Name]

ADDRESS: [Company Address]

RE: Short Sale Closing Instructions

PROPERTY ADDRESS: [Full Property Address]

ESCROW NUMBER: [Escrow Number]

SELLER(S): [Seller Names]

BUYER(S): [Buyer Names]

Dear [Escrow Officer Name],

The following instructions are provided to facilitate the closing of the above-referenced short sale transaction. Please ensure all conditions are met prior to the recordation of the deed.

1. LENDER APPROVAL LETTERS: Attached are the short sale approval letters from the primary lender [Lender Name] and the secondary lender [Lender Name, if applicable]. You must strictly adhere to the terms, expiration dates, and net payoff amounts specified in these letters.

2. SETTLEMENT STATEMENT (HUD-1/CD): A final certified Settlement Statement must be submitted to the lien holders for final approval before closing. No changes to the commissions, credits, or fees may be made without written consent from the lender(s).

3. SELLER PROCEEDS: In accordance with the short sale approval, the Seller is to receive zero proceeds from this sale. Any overage or remaining funds must be credited to the lien holder as per their instructions.

4. DISBURSEMENTS:

- Pay off the first mortgage in the amount of \$[Amount].
- Pay off the second mortgage in the amount of \$[Amount].
- Pay real estate commissions as follows: [Broker Name] \$[Amount].
- Pay approved closing costs as listed on the approved Settlement Statement.

5. SELLER AFFIDAVITS: Please ensure the Seller and Buyer sign the "Arms Length Transaction" affidavit required by the lender(s).

6. RECORDING AND REPORTING: Upon confirmation of recording, provide a copy of the final executed Settlement Statement and a copy of the recorded deed to [Agent/Requestor Name].

If you are unable to comply with any of these instructions, or if the closing cannot occur by the expiration date of [Expiration Date], please contact me immediately.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email]