

DATE: [Insert Date]

TO: [Title Company/Closing Agent Name]

ATTENTION: [Escrow Officer Name]

RE: Short Sale Closing Instructions

Property Address: [Insert Property Address]

Seller(s): [Insert Seller Names]

Buyer(s): [Insert Buyer Names]

Lien Holder(s): [Insert Lender Name(s)]

To Whom It May Concern,

As the Listing Broker for the above-referenced property, please find the closing instructions regarding the approved short sale transaction:

1. Approval Letter Compliance: You must strictly adhere to all terms and conditions outlined in the Short Sale Approval Letter(s) issued by [Lender Name], dated [Date of Letter]. Any deviation may void the short sale approval.

2. Closing Date: The transaction must close on or before [Expiration Date]. If an extension is required, it must be requested in writing and approved by the lender(s) prior to the current expiration date.

3. Disbursement of Funds:

- No proceeds from the sale are to be paid to the Seller(s) under any circumstances.
- Total net proceeds must be wired to the Lender(s) per the instructions in the Approval Letter.
- Real Estate Commissions are to be paid as follows: [Percentage/Amount] to [Listing Brokerage] and [Percentage/Amount] to [Selling Brokerage].

4. Final Settlement Statement: A final certified Settlement Statement (ALTA/HUD-1) must be submitted to the Listing Broker and the Lender for final review and "green light" approval at least 48 hours prior to signing.

5. Junior Liens/Judgments: All subordinate liens must be released according to the specific payoff amounts authorized by the primary Lender. No additional fees or credits not listed on the approved Settlement Statement may be paid from escrow.

6. Reporting: Upon successful funding and recording, please provide the Listing Broker with a copy of the final executed Settlement Statement and a copy of the recorded Deed.

Please acknowledge receipt of these instructions and confirm your ability to comply with the lender's requirements.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]