

Wachovia

Short Sales Made Easy

1. Obtain Listing Agreement
2. Contact local Short Sale Manager as soon as you get the listing (see attached)
3. Short Sale Manager can order valuation once notified of listing
4. Short Sale Manager can conduct a “pre-contract” interview with seller, if needed
5. Once in contract send the following to your local Short Sale manager via email:
 - HUD-1
 - Fully Ratified Contract
6. Receive approval/minimum net from Wachovia
7. Obtain settlement letter from any junior lien holders
8. Close in 45 days or less



FAST TRACK

Wachovia and Wells Fargo Short Sale Request Form

In order to expedite your short sale request, please email or fax this completed form to your local Short Sale Manager, Marc Souza. Please include the **fully executed sales contract and an estimated HUD-1**.

***** If pre-listing or pre-approval, please indicate in "Comments" line. *****

Is the loan owned by: ☐ Wachovia Mortgage OR ☐ Wells Fargo Portfolio Owned

Loan Number(s): _____

Seller's Name: _____

Jr. Lien Holder: _____

Current Balance - Jr.: _____

Property Address: _____

Seller Contact Info: _____

Realtor Contact Info: _____

name/office

email

phone

fax

address

Escrow Contact Info: _____

phone

Comments: _____

(To be completed by Wachovia/Wells Fargo Employees only):

Incentives details that have been offered: _____

Type of appraisal that was ordered _____

Or needs to be ordered: _____

Estimated COE: _____

Your local Short Sale Manager contact information:

Marc Souza

email: marc.souza@wachovia.com

phone: 818-691-6628