

### **Requirements to Process a Short Sale Request through Nationstar**

This instruction sheet is to provide you with all the information that Nationstar will need to process your Short Sale request. You will need to register with Equator ([www.Equator.com](http://www.Equator.com)), as Nationstar uses this system for the entirety of the Short Sale process.

The following documents will need to be uploaded into Equator. MOST documents will be requested by task in Equator (exceptions are noted in the list below).

**IMPORTANT TO NOTE:** Only upload the document requested that relates to the task being completed. All remaining documents should be uploaded to the Library or attached to a message through Equator.

- Third Party Authorization Forms (must include loan number, property address, borrower(s) name and signature, listing agent name and information)
- Agent BPO with a comparative marketing analysis – BPO Template attached
- Preliminary HUD1 Settlement Statement (must include exact \$ amount to Nationstar at closing and funding)
- Purchase Contract
- Buyer's Pre-Approval Letter or Proof of Funds (for Cash offers)
- Listing Agreement
- Listing History
- MLS
- Detailed, legible, signed hardship letter from borrower dated within the last two months
- Preliminary title report dated within the last two months
- Borrower's Financial (monthly income and expenses)
- Proof of delinquent HOA dues or estoppels (if applicable)
- Proof of delinquent taxes (if applicable)
- Subordinate lien(s) payoff statement (if applicable)
- Senior lien(s) payoff statement (if applicable)
- RMA dated within the last two months

Additional Info for Realtor to gather (Equator will prompt you to enter the following information):

- Estimated closing time
- Type of loan
- Buyer's info (First and last name, address, last 4 of ss#, dob)
- Buyer's listing agent contact info (ph#, fax#, email address)
- Title Company and Attorney (if applicable) contact info: (ph#, fax#, email address)
- Lender and lender contact info (ph#, fax#, email address)

### **IMPORTANT NOTICE:**

**All offers that require financing must be pre-qualified through Nationstar's internal financing department in order to confirm that we are working with a qualified buyer. Please have the buyer call our internal financing department at 888-366-1104. Be sure to provide the name of the Negotiator assigned to this file. Please note that Nationstar will not cover buyer closing costs (seller concessions) unless buyer is willing to use Nationstar for their financing.**

**\*We now require that Earnest Money be provided to the title company by certified funds only.**