

Wells Fargo Portfolio Short Sales

1. Obtain Listing Agreement and Third Party Authorization Letter.
2. Contact local Short Sale Manager as soon as you get the listing (see attached); then Wells Fargo will be able to order the appraisal.
3. Short Sale Manager will notate in Wells Fargo Portfolio system that the property is listed; Listing Agent will notate in MLS "Wells Fargo Short Sale".
4. Email or Fax the full submission package to Short Sale Manager (for specific details on your short sale package and to avoid delays, please contact your Short Sale Manager before purchase contract is written – or – before submission). Below is a partial list of standard items required but each transaction has different requirements.
 - Submission Form
 - Authorization Letter
 - Signed Hardship Letter
 - Purchase Agreement
 - HUD-1
 - If buyer is LLC, submit all pertinent, "Registered Articles of Incorporation and Organization".
5. Obtain settlement letter from any junior lien holders.
6. Receive approval/minimum net from Wells Fargo (for timeline, contact your Short Sale Manager).

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Wells Fargo Submission Form

Short Sale Request Form

In order to expedite your next short sale, please email or fax this **completed form** to your local Short Sale Manager, Debbie Kampel-Miller. Please include the **"fully executed sales contract, hardship letter, an estimated HUD-1 and third party authorization"** (check with Short Sale Manager for other **"specific requirements"**).

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

Loan Number's): _____

Seller's Name: _____

Jr. Lien Holder: _____

Current Balance - Jr.: _____

Property Address: _____

Realtor Contact Info: _____ name/office
_____ email
_____ phone
_____ fax
_____ address

Escrow Contact Info: _____

Escrow Phone Number: _____

Escrow Email Address: _____

Comments: _____

(To be completed by Wells Fargo Employees only):

Incentives details that have been offered: _____

Type of appraisal that was ordered/or to be ordered: _____

Your local Short Sale Manager contact information:

Debbie Kampel-Miller
debra.kampel-miller@wellsfargo.com
Phone: (727) 373-9451
Fax: (877) 818-4322

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We look forward to working with you!