

Dear \_\_\_\_\_:

In order for the short sale negotiation with your lenders to progress in a timely manner, they will require the following information.

1. A detailed hardship letter explaining the circumstances that caused you to fall behind in your mortgage payments. Please include a letter from each borrower, if applicable.
2. Income tax forms (first 2 pages) for the last two years.
3. Two most recent months pay stubs
4. Two most recent months of bank statements
5. Completed financial analysis form (attached)
6. Indicate in your financial analysis and letter what liens, if any, exist on the property.
7. If applicable, copy of the listing agreement.

After the bank has received the above information, a final decision on the short sale will be made in approximately 6-8 weeks.

Thank you in advance for your prompt response in supplying the above information. If you have any questions, please feel free to call. Time is of the essence.

Sincerely,

Greg Taylor  
Bluegrass Mitigation Services  
(270) 761-4558