



SCOTT LYLE REALTORS

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**THESE SHORT SALE DOCUMENTS
ARE YOURS TO KEEP
AS DETAILED CHECK-LISTS
AND
FOR YOUR FILES RELATING TO
THE SALE OF YOUR HOME**





CERTIFIED DISTRESSED
PROPERTY EXPERT

CDPE HOMEOWNER'S DOCUMENT CHECKLIST

Date: _____ Owner: _____

Address: _____

Prepared by: _____

Phone: _____ Fax: _____

In order to have the opportunity to negotiate with your lender we will need to have the following documentation. Please note, when we get a contract we may need updates on each item so please make certain you set aside statements and paycheck stubs as you get them.

- Two months most recent mortgage statements (all mortgages)
- Two months checking account statements (all borrowers if separate)
- Two months savings account statements (all borrowers if separate)
- Two months other account statements (all borrowers if separate)
- Last two paycheck stubs (all borrowers)
- Two years tax returns
- Hardship Letter (see samples)
- Financial Worksheet (provided)
- Other _____
- Other _____
- Other _____

FAX THE ABOVE ITEMS TO _____

ATTENTION _____

Form E



CERTIFIED DISTRESSED
PROPERTY EXPERT™

CDPE HOMEOWNER PROPERTY CHECKLIST

Date: _____ Owner: _____

Address: _____

Prepared by: _____

Phone: _____ Fax: _____

EXTERIOR

- Maintain lawn
- Clean and maintain pool
- Remove debris
- Clear and de-clutter
- Other: _____
- Other: _____

INTERIOR GENERAL

- Box personal items
- Box personal photos and collectibles
- Clear and de-clutter
- Vacuum or keep floors clean
- Dust as often as possible
- Other: _____
- Other: _____

KITCHEN

- Sink empty and cleaned
- Refrigerator and stove cleaned
- Dishwasher empty
- Countertops clear
- Floors cleaned
- Other: _____
- Other: _____

LIVING ROOM

- Box personal items
- Box personal photos and collectibles
- Other: _____
- Other: _____



CERTIFIED DISTRESSED
PROPERTY EXPERT

CDPE HOMEOWNER PROPERTY CHECKLIST

DINING ROOM

- Box personal items
- Box personal photos and collectibles
- Other: _____
- Other: _____

DEN FAMILY ROOM

- Box personal items
- Box personal photos and collectibles
- Other: _____
- Other: _____

HALLWAYS

- Other: _____
- Other: _____

MASTER BEDROOM

- Box personal items
- Box personal photos and collectibles
- Other: _____
- Other: _____

MASTER BATHROOM

- Other: _____
- Other: _____

BEDROOM

- Other: _____
- Other: _____

BEDROOM

- Other: _____
- Other: _____

BEDROOM

- Other: _____
- Other: _____



CERTIFIED DISTRESSED
PROPERTY EXPERT™

CDPE HOMEOWNER PROPERTY CHECKLIST

BATHROOM

Other: _____

Other: _____

BATHROOM

Other: _____

Other: _____

PORCH LANAI

Other: _____

Other: _____

GARAGE

Other: _____

Other: _____

OTHER _____ ROOM

Other: _____

Other: _____

POOL/SPA

Other: _____

Other: _____

OTHER COMMENTS