



# SHORT SALE SOLUTIONS

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## DOCUMENT PACKAGE



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company

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Revised 5/6/2014

# SHORT SALE SOLUTIONS

## Homeowner Checklist of Items Needed:

The short sale request(s) will be submitted to the bank(s) as soon as the review of all documentation is complete. We kindly ask that you email the complete package at one time. A complete file is when all items on the below checklist are received (partial files will not be processed). Originals are not needed, paperwork can be scanned then emailed to us, faxed or dropped off (scanned and emailed is preferred). Emailed paperwork must be in PDF format and photos must be in JPG format.

- \_\_\_\_\_ Authorization: completed signed and dated (located in this document package)
- \_\_\_\_\_ Workable Solutions Application: completed, signed and dated (located in this document package)
- \_\_\_\_\_ Hardship Letter (signed and dated) (The letter should explain; what changes or event(s) have occurred since purchasing the home, how these changes have impaired the ability to afford the mortgage payment and when the change/event occurred.)
- \_\_\_\_\_ 4506T: completed (information must match the tax returns), signed and dated (located in this document package)
- \_\_\_\_\_ A copy of the sellers most recent and consecutive Income Documents covering the last 30 days (i.e.; paycheck stubs, retirement income, social security income, etc.)
- \_\_\_\_\_ A copy of the sellers W2's for 2012 and 2013
- \_\_\_\_\_ A copy of the sellers last two years filed Tax Returns (2012 and 2013 - all pages of both with page 2 signed and dated)
- \_\_\_\_\_ If the seller filed an extension for 2013, need a copy of the extension along with a copy of the 2011 W2's and/or 1099's (whichever apply) along with the 2011 tax return (all pages with page 2 signed and dated)
- \_\_\_\_\_ A copy of the sellers most recent 2 months of Bank Statements (all numbered pages, no "transaction history" printouts)
- \_\_\_\_\_ A copy of the Mortgage Statements for all liens
- \_\_\_\_\_ Acknowledgement & Disclosure Statement (located in this document package)
- \_\_\_\_\_ Homeowners Options Acknowledgment (located in this document package)
- \_\_\_\_\_ If the subject property is a rental a copy of the rental agreement
- \_\_\_\_\_ If the subject property is in a HOA a copy of the most recent statement

## Agent Checklist of Items Needed:

- \_\_\_\_\_ a copy of the contract: completed with all signatures, initials and dates (It cannot contain electronic signatures or initials). Please note: if the buyer is an LLC, you will also need to supply a copy of the Articles of Organization, Operating Agreement, Tax ID#, address, and phone number for the LLC
- \_\_\_\_\_ a copy of the Listing Agreement: fully executed & without electronic signatures or initials and brokers initials at the bottom of page 1.
- \_\_\_\_\_ a copy of the most recent MLS "all fields" print out
- \_\_\_\_\_ JPG photo of the front of the home
- \_\_\_\_\_ if buyer is financing, a copy of a current prequal letter along with a current copy of proof of funds for the down payment
- \_\_\_\_\_ if buyer is paying cash, a copy of current proof of funds

# SHORT SALE SOLUTIONS

## SELLING AGENT TIPS

### 1) Gather all necessary short sale paperwork from the seller...

- Disclosures from the Short Sale Solutions document package (attached); completed and signed by the seller(s) in addition to of any bank specific documents
- All items listed on the required checklist (attached) constitutes a full package
- Originals are not needed, paperwork can be scanned then emailed to us, faxed or dropped off (scanned and emailed is preferred)
- Emailed paperwork must be in PDF format and photos must be in JPG format
- Once there is an offer is when the full package should be sent to us
- We kindly ask that you send us the full package at one time rather than sending us multiple parts of the file at various times. (partial files will not be processed)
- All letters and P&L's if applicable must be signed and dated by the sellers
- All numbered pages of bank statements are needed and the banks will not accept a "history printout" as a bank statement.
- Email is usually the most efficient way to communicate with us since we're on the phone so much with the banks. A returned email will be received much quicker than a returned phone call.
- We have our own Equator account for those banks who rely on Equator to coordinate the short sale request
- The service we provide is intended for Real Estate Agents only. Communication will be provided to the listing agent as well as the buyer's agent and it will be up to the agents to communicate any updates to their seller or buyer respectively. We don't have direct communication with a seller or a buyer. We do not negotiate any terms of your contract with the Short Sale Lender. We will communicate any changes or differences to you and wait for further instructions.
- If you have any questions please let us know.

### 2) Set proper expectations...

- Make sure the seller(s) know that you as their Real Estate Agent are their "VIP"; when you call them they should do everything they can to answer your call or at the very least call you back immediately
- Make sure the seller(s) know if you request anything from them they should do everything they can to get you what you're asking for by the next day unless it's expressed as needed the same day.
- Make sure they know to keep copies of all paycheck stubs and bank statements they receive. During this process they will be required to supply copies of these items periodically throughout to process.
- Make sure they know to send you copies of any tax returns or extensions they file during the short sale process.

# SHORT SALE SOLUTIONS

## SELLING AGENT TIPS

- Make sure to “under promise and over deliver” information throughout the process to your seller(s). Be mindful that this is an extremely emotional process for the seller(s) and they will hold onto everything you say as etched in stone. You want to do everything possible to make the experience as comfortable as possible.
- Make sure all parties involved in your transaction know that a short sale process has a mind of its own. Every bank has a different process, every negotiator within each bank is different in their efficiency, every loan type has varying requirements, and every investor backing each individual loan has varying requirements, and so on. ...also note, that it is possible for a process to move quicker if a previous approval letter was issued to a previous buyer but it is on the rare occasion that it happens in reality!
- Make sure all parties involved know a short sale process can take as long as 20 weeks to complete however our average is much less than that!

- 3) Submit all items outlined in step #1 to Short Sale Solutions
- 4) Once all items outlined in step #1 are received by Short Sale Solutions the package(s) will be reviewed and submitted to the bank(s).
- 5) Short Sale Solutions will keep you (the selling agent) as well as the buyer’s agent informed with updates via email throughout the process. In general updates will be provided weekly. It just depends on how responsive the bank(s) are with their communication. It is up to both agents to keep their sellers and buyers informed.
- 6) Once the approval letter(s) is/are received both agents will be supplied a copy and asked to carefully review and approve. Once the letter(s) are approved your escrow officer will be your point of contact from that point forward to recording.

We look forward to working with you toward a successful approval and closing!

# BORROWER(S)/SELLERS(S) ACKNOWLEDGMENT AND DISCLOSURE AGREEMENT

This Agreement constitutes a written request to authorize Short Sale Solutions, ("SSS"), to review and gather documentation as necessary to obtain a "short sale" or "short payoff" or "negotiated settlement" with the lien holder(s) for the property described as follows:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

For the purpose of this Agreement SSS means and shall include its managers, officers, agents, associates, affiliates, and anyone designated by SSS as being associated with this transaction.

It is agreed between SSS and the undersigned requesting Borrower(s)/Seller(s) that:

1. This Agreement in no way suggests, promises, or guarantees a short sale of the property. It is not intended to defraud the Borrower(s)/Sellers(s) in any way but is only an option for the Borrower(s)/Sellers(s) to request an approval from their lienholder(s) to sell the property for less than the balance owed on the loan(s) encumbering the property. Eligibility for a short sale is dependent upon satisfactory analysis and approval by the lienholder(s).
2. If a negotiation for a short sale is approved by the lienholder(s) and a sale of the property successfully closes, the Borrower(s)/Sellers(s) may be liable for taxes. It is highly recommended that the Borrower(s)/Seller(s) consult with and obtain the advice of a certified public accountant (CPA) or licensed attorney. In addition, the lender(s) may require Borrower(s)/Sellers(s) to pay the "difference" or "shortfall balance" of the balance owed through a deficiency judgment or a promissory note. It is unknown whether the lienholder(s) will or will not pursue such action. In some cases, Borrower(s)/Sellers(s) may need to contribute to a third party servicer in order to sell the property. For example, Borrower(s)/Sellers(s) may have to pay for appraisal, inspections, or closing costs if requested by buyer(s) AND/OR carry a promissory note for the short sale lender(s) if required by the lender(s).
3. SSS is not and does not represent a tax, law, or consulting company, and has not given any tax or legal advice to the Borrower(s)/Sellers(s). SSS does not charge the Borrower(s)/Sellers(s) for services rendered; the short sale processing is completed at no cost to the lender, selling agent, sellers, buying agent, or buyer, provided the escrow is opened and completed by Western Title Company.

Initial \_\_\_\_\_ Initial \_\_\_\_\_

# BORROWER(S)/SELLERS(S) ACKNOWLEDGMENT AND DISCLOSURE AGREEMENT

4. If a negotiation for a short sale is unsuccessful and the property goes to sale at auction or foreclosure OR if for any intentional or unintentional reason(s) Borrower(s)/Seller(s) refuses to cooperate, withdraws the request set forth in this Agreement, damages the property, or in any way does not follow through from commencement of this Agreement to the final closing of the requested short sale transaction with SSS or any and all parties involved therewith, Borrower(s)/Seller(s) agrees to hold harmless SSS from any liabilities and/or legal actions from any and all parties involved, including but not limited to, claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, known or unknown, foreseen or unforeseen, relating to the property, the proposed short sale, or otherwise.
5. Short sale submissions will be submitted to the lender through the Internet and data submitted may be stored on SSS's server or at a hosted data storage location. Borrower(s)/Seller(s) understand that data submitted through the Internet or stored at a hosted data storage location may not be secure. Borrowers(s)/Seller(s) accept this risk and shall hold SSS harmless from and against any liabilities or damages outside the control of SSS.
6. Lender(s) will dictate all information and documents required of Borrower(s)/Seller(s). It is the Borrower(s)/Seller(s) sole responsibility to furnish this information and required documents to SSS at least one business day prior to the initial submission deadline specified on the Short Sale Addendum as agreed to between Buyer and the Borrower(s)/Seller(s). Borrower(s)/Seller(s) assume all responsibility and liability for failing to furnish all required information and documents by the specified deadline.
7. Borrower(s)/Seller(s) understand that it is the real estate agent's responsibility to follow up on all dates and deadlines and to obtain the necessary amendments and/or extensions to the purchase contract entered into by the Buyer and Borrower(s)/Sellers(s) to ensure both Buyer and Borrower(s)/Sellers(s) remain under contract at all times.
8. The Borrower(s)/Seller(s), by its/their signature below, make the following representations:
  - a. I/We have read and fully understand and acknowledge the terms and disclosures stated above.
  - b. I/We acknowledge that this request for a short sale is based on financial hardship and that any and all collection activities, including foreclosure proceedings, if applicable, will continue until an approved short sale has closed, the account has been settled, or collection activities have been otherwise resolved.

Initial \_\_\_\_\_ Initial \_\_\_\_\_

# BORROWER(S)/SELLERS(S) ACKNOWLEDGMENT AND DISCLOSURE AGREEMENT

- c. I/We declare that I/we will provide all documentation requested by the lender(s) and will disclose all liens, judgments, notes, or any other form of encumbrances affecting the property and all information and/or documentation required by lender(s) to SSS and that this information is complete, true, accurate and correct to the best of my/our knowledge.
- d. I/We understand that if it is determined in any way that the information presented has been misrepresented or withheld by me/us, whether intentional or unintentional, I/we will be liable and take full responsibility for any and all losses or damages suffered by SSS or the lienholder(s), servicer(s), investor(s), private insurance agency(s) and/or all other parties involved with the short sale transaction contemplated herein.
- e. I/We understand that if there is a change in my/our financial situation and/or hardship or the status of the property prior to close of the proposed short sale, I/we will update SSS and provide necessary documentation to verify such a change and/or status of the property.
- f. SSS has the right to reject and terminate its services with respect to this short sale request at its discretion if I/we fail to cooperate and/or provide information required by the lender(s) to SSS and/or to any associated parties referred to herein.

9. The Borrower(s)/Seller(s) authorize Western Title Company and Short Sale Solutions (SSS) to provide general updates and discuss the status of the short sale with the listing agent and the buyers agents. This authorization shall not be construed as permission to share any of the Seller's confidential documents or information (e.g., financial worksheets, tax returns, hardship letter).

10. Government/Lender Assistance Programs ("Incentive Programs"). Western Title Company and Short Sale Solutions shall have no obligations under this Agreement to (i) make inquiry regarding the Seller's eligibility for any grants, assistance, or Incentive Program (e.g., H.A.F.A.); or (ii) complete and/or submit any application or other required documents for any Incentive Program. The Seller is advised to investigate his or her eligibility for Incentive Programs. In addition, the Seller shall indemnify and hold Western Title Company and Short Sale Solutions harmless for losses, costs, claims, or damages arising out of participation or not participating in any Incentive Program.

11. Sellers further acknowledge that they have obtained any and all advice they deem necessary (i.e. legal, credit, and/or tax counsel) outside of this escrow and hereby release Western Title Company and Short Sale Solutions from any liability and/or responsibility or non-participation in connection with the same.

Signed and delivered this \_\_\_\_\_ day of \_\_\_\_\_ 2014

\_\_\_\_\_  
Borrower/Seller Signature

\_\_\_\_\_  
Borrower/Seller Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

# HOMEOWNER OPTIONS ACKNOWLEDGMENT

Borrower/Seller Name: \_\_\_\_\_

Borrower/Seller Name: \_\_\_\_\_

("Borrower(s)/Seller(s)"), have been informed by Short Sale Solutions that they may have the opportunity to pursue options to avoid foreclosure with respect to the property described as follows:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Borrower(s)/Seller(s) understand that it is their responsibility to contact their lender(s) to review available options. Short Sale Solutions has advised Borrower(s)/Seller(s) that they may wish to contact their lender(s) to discuss the following options, as well as any other available options.

- Restructure the mortgage
- Loan modification
- Reduce or delay payments or pay late payments
- Offset arrearages and penalties
- Sell the property for less than Homeowner(s) owe, without penalties
- Stay in the property "For Free" until it sells
- Refinance the existing loan
- Grant a deed in lieu of foreclosure
- Sell the property with a short sale
- File bankruptcy

Borrower(s)/Seller(s) confirm and acknowledge the foregoing and covenant and agree as follows:

After reviewing all available options presented by our lender(s), we have determined that the best course of action is to sell the property described above with a short sale. The decision to sell with a short sale is being made voluntarily by us and of our own free will; we have not been pressured by our Listing Agent, Short Sale Solutions, or any other person. It is our choice to pursue a short sale.

\_\_\_\_\_  
Borrower(s)/Seller(s) Signature      Date

\_\_\_\_\_  
Borrower(s)/Seller(s) Signature      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



# BORROWER(S)/SELLER(S) AUTHORIZATION

Date: \_\_\_\_\_

SELLER(S): \_\_\_\_\_

PROPERTY: \_\_\_\_\_

1ST LOAN MORTGAGE SERVICER \_\_\_\_\_ LOAN# \_\_\_\_\_

2ND LOAN MORTGAGE SERVICER \_\_\_\_\_ LOAN# \_\_\_\_\_

Borrower(s)/Seller(s) Consents to Lienholder's Release of Information. Borrower(s)/Seller(s) consents to Lienholder, through its authorized representatives, supplying, releasing, and communicating any loan, financial, or other information of Seller, whether personal, private, confidential, or otherwise, to any of the following, including but not limited to their officers, managers, employees, or representatives, with respect to the property and loan described above:

Short Sale Solutions

Cindee Baker

Joy Taghiof

Fran Culverhouse

Sylvia Smith

Chad Felix

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ("Escrow Officer") with Western Title Company LLC ("Title Company")

Borrower(s)/Seller(s) agree that this authorization is valid through the duration of the short sale process.

\_\_\_\_\_  
Borrower(s)/Seller(s) Signature

\_\_\_\_\_  
Borrower(s)/Seller(s) Signature

Last 4 Digits of Social Security \_\_\_\_\_

Last 4 Digits of Social Security \_\_\_\_\_

cbaker@westerntitle.net

# WORKABLE SOLUTIONS APPLICATION

1st LOAN NUMBER \_\_\_\_\_ FHA \_\_\_\_\_ VA \_\_\_\_\_ Conv. \_\_\_\_\_ Mtg. Insurance \_\_\_\_\_

2nd LOAN NUMBER \_\_\_\_\_

## PART A – BORROWER INFORMATION

|   |  |                     |  |                                  |  |                     |  |
|---|--|---------------------|--|----------------------------------|--|---------------------|--|
| Borrower Name   |  | Social Security No. |  | Co-Borrower Name                 |  | Social Security No. |  |
| Borrower Contact Info:  |  |                     |  | Co-Borrower Contact Info:        |  |                     |  |
| Day   |  |                     |  | Day                              |  |                     |  |
| Evening   |  |                     |  | Evening                          |  |                     |  |
| Cell  |  |                     |  | Cell                             |  |                     |  |
| Best Time to Call   |  |                     |  | Best Time to Call                |  |                     |  |
| Subject Property Address:   |  |                     |  |                                  |  |                     |  |
| Mailing Address: (If Applicable)  |  |                     |  | Mailing Address: (If Applicable) |  |                     |  |
| Email Address   |  |                     |  | Email Address                    |  |                     |  |
| Employer (Current)  |  | Position            |  | Employer (Current)               |  | Position            |  |
| Employer Phone  |  | Years on the Job    |  | Employer Phone                   |  | Years on the Job    |  |
| *If in current job for less than 5 years enter your previous employer information below |  |                     |  |                                  |  |                     |  |
| Employer (Previous)   |  | Position            |  | Employer (Previous)              |  | Position            |  |
| Employer Phone  |  | Years on the Job    |  | Employer Phone                   |  | Years on the Job    |  |
| *Second job (If Applicable)   |  |                     |  |                                  |  |                     |  |
| Employer  |  | Position            |  | Employer                         |  | Position            |  |
| Employer Phone  |  | Years on the Job    |  | Employer Phone                   |  | Years on the Job    |  |

## PART B – REAL ESTATE AGENT INFORMATION

|                        |                         |
|------------------------|-------------------------|
| Real Estate Agent Name | Real Estate Agent Phone |
|------------------------|-------------------------|

# WORKABLE SOLUTIONS APPLICATION

## PART C – MONTHLY INCOME

| DESCRIPTION (MONTHLY)   | BORROWER | CO-BORROWER | TOTAL |
|---|----------|-------------|-------|
| 1. <u>Gross</u> Salary/Wages ( <u>Before</u> Taxes)                 | \$       | \$          | \$    |
| 2. Other Income   | \$       | \$          | \$    |
| 3. Other Additional Income (SSI, Rental, Second Job, Child Support) | \$       | \$          | \$    |
| TOTAL <b>NET</b> INCOME ( <b>AFTER</b> TAXES)                       | \$       | \$          | \$    |

## PART D – ASSETS

| DESCRIPTION (MONTHLY) | BORROWER | CO-BORROWER | TOTAL |
|-----------------------|----------|-------------|-------|
| 1. Cash on Hand       | \$       | \$          | \$    |
| 2. 401K               | \$       | \$          | \$    |
| 3. Savings            | \$       | \$          | \$    |
| 4. Checking           | \$       | \$          | \$    |

## PART E – MONTHLY EXPENSES

| DESCRIPTION (MONTHLY)  | MONTHLY PAYMENT | BALANCE DUE | NUMBER OF MONTHS DELINQUENT |
|--|-----------------|-------------|-----------------------------|
| 1. Subject Home Mortgage   | \$              | \$          |                             |
| 2. Rent Payment (or other mortgage if owner is not occupying subject property) | \$              | \$          |                             |
| 3. Maintenance/Homeowners Association Fees                                     | \$              | \$          |                             |
| 4. Property Taxes  | \$              | \$          |                             |
| 5. Home Owner Insurance/Flood Insurance  | \$              | \$          |                             |
| 6. Other Mortgages   | \$              | \$          |                             |
| 7. Automobile Loans  | \$              | \$          |                             |
| 8. Other Loans   | \$              | \$          |                             |
| 9. Credit Cards (minimum payment)  | \$              | \$          |                             |
| 10. Alimony/Child Support  | \$              | \$          |                             |
| 11. Child/Dependent Care   | \$              | \$          |                             |
| 12. Utilities (water, electricity, gas, cable, etc.)                           | \$              | \$          |                             |
| 13. Telephone (land line and cell phone)                                       | \$              | \$          |                             |
| 14. Insurance (automobile, health, life)                                       | \$              | \$          |                             |
| 15. Medical Expenses (uninsured)   | \$              | \$          |                             |

# WORKABLE SOLUTIONS APPLICATION

|  |    |    |  |
|--|----|----|--|
| 16. Car Expenses (gas, maintenance, parking) | \$ | \$ |  |
| 17. Groceries and Toiletries                 | \$ | \$ |  |
| 18. Other Monthly Expenses (Explain)         | \$ | \$ |  |
| TOTAL  | \$ | \$ |  |

## PART F – GENERAL QUESTIONS

|   |
|---|
| The property is my: <input type="checkbox"/> Primary Residence <input type="checkbox"/> Second Home <input type="checkbox"/> Investment property  |
| The property is: <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Renter Occupied <input type="checkbox"/> Vacant   |
| What is the name of the bank for the 1st mortgage? _____  |
| What is the name of the bank for the 2nd mortgage? _____  |
| What is the amount of funds you immediately have available to apply towards your mortgage delinquency?<br>\$ _____  |
| Are you willing to sign a promissory note if requested?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Borrower's Date of Birth: _____   |
| Co-Borrower's Date of Birth: _____  |
| Have you received an offer on the property?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |
| How many people occupy the home? _____  |
| Who pays the Real Estate Tax bill on your property?<br><input type="checkbox"/> I do <input type="checkbox"/> Lender does   |
| Are the taxes current? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Condo or HOA Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____   |
| Paid to: _____  |
| Who pays the hazard insurance policy for your property? <input type="checkbox"/> I do <input type="checkbox"/> Lender does <input type="checkbox"/> Paid by Condo or HOA  |
| Is the policy current: <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Insurance Co.: _____  |
| Insurance Co. Tel.#: _____  |
| Have you filed for bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 13 Filing Date: _____   |
| Name of Attorney: _____ Phone number: _____   |
| Has your bankruptcy been discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No Bankruptcy case # _____   |
| If there are additional Liens/Mortgages or Judgments on this property, please name the person(s), company or firm and their telephone numbers:<br>Lien Holder's Name/Servicer: _____ Balance: _____<br>Contact Number: _____ Loan Number: _____ |

# WORKABLE SOLUTIONS APPLICATION

## Hardship Affidavit

- |  |  |
|--|--|
| <input type="checkbox"/> My household income has been reduced. For example: unemployment, underemployment, reduced pay or hours, decline in business earnings, death, disability, or divorce of a borrower or co-borrower. | <input type="checkbox"/> My monthly debt payments are excessive and I am overextended with my creditors. Debt includes credit cards, home equity or other debt.                        |
| <input type="checkbox"/> My expenses have increased. For example: monthly mortgage payment reset, high medical or health care costs, uninsured losses, increased utilities or property taxes                               | <input type="checkbox"/> My cash reserves, including all liquid assets, are insufficient to maintain the payment on my mortgage loan and cover basic living expenses at the same time. |

Other: \_\_\_\_\_

Do you have PMI (private mortgage insurance) on your loan?  Yes  No

Have you applied for loan modification?  Yes  No If yes, what was the outcome?

Have you received a Notice of Default?  Yes  No

Have you received a Notice of Sale?  Yes  No

If Yes, what is the date? \_\_\_\_\_

What month and year was your last mortgage payment made? \_\_\_\_\_

If you no longer live in the property, what was the last month and year you lived in it? \_\_\_\_\_

\_\_\_\_\_  
Borrower(s)/Seller(s) Signature      Date

\_\_\_\_\_  
Borrower(s)/Seller(s) Signature      Date

# Request for Transcript of Tax Return

OMB No. 1545-1872

▶ Request may be rejected if the form is incomplete or illegible.

**Tip.** Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

|   |   |
|---|---|
| <b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.  | <b>1b</b> First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions) |
| <b>2a</b> If a joint return, enter spouse's name shown on tax return.   | <b>2b</b> Second social security number or individual taxpayer identification number if joint tax return  |
| <b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)   |   |
| <b>4</b> Previous address shown on the last return filed if different from line 3 (see instructions)  |   |
| <b>5</b> If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. |   |

**Caution.** If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

**6 Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ \_\_\_\_\_

**a Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . .

**b Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days . . . . .

**c Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days . . . . .

**7 Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . .

**8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2010, filed in 2011, will not be available from the IRS until 2012. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days . . . . .

**Caution.** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

**9 Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. \_\_\_\_\_

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved **identity theft** on your federal tax return . . . . .

**Caution.** Do not sign this form unless all applicable lines have been completed.

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

|                  |   |  |   |
|------------------|---|--|---|
|                  |   |  | Phone number of taxpayer on line 1a or 2a |
| <b>Sign Here</b> | ▶ <b>Signature</b> (see instructions)   |  |   |
|                  | ▶ <b>Title</b> (if line 1a above is a corporation, partnership, estate, or trust) |  |   |
|                  | ▶ <b>Spouse's signature</b>   |  |   |

Section references are to the Internal Revenue Code unless otherwise noted.

**What's New**

The IRS has created a page on IRS.gov for information about Form 4506-T at [www.irs.gov/form4506](http://www.irs.gov/form4506). Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

**General Instructions**

**CAUTION.** Do not sign this form unless all applicable lines have been completed.

**Purpose of form.** Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

**Note.** If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

**Tip.** Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

**Where to file.** Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

**Automated transcript request.** You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

**Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)**

| <b>If you filed an individual return and lived in:</b>   | <b>Mail or fax to the "Internal Revenue Service" at:</b>                 |
|--|--|
| Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address                        | RAIVS Team<br>Stop 6716 AUSC<br>Austin, TX 73301<br><br>512-460-2272     |
| Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming  | RAIVS Team<br>Stop 37106<br>Fresno, CA 93888<br><br>559-456-5876         |
| Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia | RAIVS Team<br>Stop 6705 P-6<br>Kansas City, MO 64108<br><br>816-292-6102 |

**Chart for all other transcripts**

| <b>If you lived in or your business was in:</b>  | <b>Mail or fax to the "Internal Revenue Service" at:</b>                                 |
|--|--|
| Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address | RAIVS Team<br>P.O. Box 9941<br>Mail Stop 6734<br>Ogden, UT 84409<br><br>801-620-6922     |
| Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin                         | RAIVS Team<br>P.O. Box 145500<br>Stop 2800 F<br>Cincinnati, OH 45250<br><br>859-669-3592 |

**Line 1b.** Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

**Line 3.** Enter your current address. If you use a P. O. box, include it on this line.

**Line 4.** Enter the address shown on the last return filed if different from the address entered on line 3.

**Note.** If the address on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

**Line 6.** Enter only one tax form number per request.

**Signature and date.** Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

**Individuals.** Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

**Corporations.** Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

**Partnerships.** Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

**All others.** See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

**Documentation.** For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

**Privacy Act and Paperwork Reduction Act**

**Notice.** We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service  
Tax Products Coordinating Committee  
SE:W:CAR:MP:T:T:SP  
1111 Constitution Ave. NW, IR-6526  
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.