



Thank you for giving AC Homes Inc, the opportunity to serve you during this time in your life. Because we understand the foreclosure and short sale process so well, we know that your lender and our company will need the following information from you very soon.

- Authorization to release information is provided in order for AC Homes to speak to the borrower's lender about the loan interest rate, payment, balance, etc.
- Memorandum of Agreement is provided and filed with the county in order to let the world know that the seller is selling the property to AC Homes.
- Limited Power of Attorney provides authority for the buyer to "close" the transaction without the sellers having to be present.
- Privacy Policy is a form that basically says AC Homes will not give away your private information & only use it for the business at hand.
- Non Cancelation Form is used to say that the seller has decided to no cancel the contract.
- Purchase Price Amendment is used to change the sale price of the property with the lender during the negotiations with them.
- Listing Agreement is needed by the seller's lender to process a short sale.
- Purchase contract is required to buy and sell a property.
- Hardship letter is required by the seller's lender to help establish financial hardship.
- Financial worksheet is required by the seller's lender to help establish financial hardship.
- Mortgage statements/coupons are required to obtain the contact information of the borrower's lender.
- Last two months bank statements for every account you have is required by the seller's lender to help establish financial hardship.
- Last year's federal tax return is required by the seller's lender to help establish the seller's income.
- Last four pay stubs is required by the seller's lender to help establish the seller's income.
- Proof of any other income is required by the seller's lender to help establish the seller's income (rents, child support, disability, SSI).
- Copy of keys for access is required for the buyer to obtain repair estimates and show the property (with appropriate notice) to partners.
- **All utilities to remain on and functioning through the day of closing** so that the property does not suffer any damage due to vacancy.

Please gather this paperwork by \_\_\_\_\_