

# SS Documents Checklist

\_\_\_\_\_ Listing Agreement with price included and comps to justify listing price

\_\_\_\_\_ Purchase Agreement

\_\_\_\_\_ Authorization to release information ~ This document gives Brian Matelic permission to act as the agent on the seller's behalf and to obtain information. PLEASE include all lien holders and account numbers. THIS must be filled out and signed (one for each loan).

\_\_\_\_\_ Financial Form~ list of itemized assets and liabilities.

\_\_\_\_\_ Two Years most recent tax returns.

\_\_\_\_\_ Two months most recent paycheck stubs.

\_\_\_\_\_ Two months most recent bank statements.

\_\_\_\_\_ Hardship Letter

\_\_\_\_\_ If homeowner does not have check stubs, taxes and/or bank statements have them write a statement to that fact and sign it and include the last 4 digits of your SS #.

\_\_\_\_\_ Completed HUD 1 or Seller's net Sheet ~ This information is provided by Title One Inc of Downriver—Brian Matelic takes care of this.

**\*\*\*\*\* UPON COMPLETION OF ANY OF THE HIGHLIGHTED ITEMS PLEASE DELIVER THIS INFORMATION WITH THIS SHEET TO BRIAN MATELIC'S OFFICE \*\*\*\*\* PLEASE NOTE THAT NO OFFERS WILL BE SENT TO THE BANK UNTIL THERE IS A COMPLETE PACKAGE AND ALL DOCS HAVE BEEN MET.**

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