

# AMH | ASSET MANAGEMENT HOLDINGS. LLC

100 Paramount Drive, Ste. 205 Sarasota, FL 34232  
PHONE: 1-800-217-3880 \* FAX: 941-926-7744

## Short Sale Package

Asset Management Holdings LLC looks forward to working with you on a successful short sale. This package will allow us to properly analyze your file. Please make sure that all the necessary documentation is obtained.

Please note that we cannot begin to analyze your request until all the necessary documentation has been received, including but not limited to, the Income Documentation listed below on this Page 1 and Real Estate Documents listed on Page 8.

Please email the package to Zachary L. Ross, Manager, at [zachary@amhusa.com](mailto:zachary@amhusa.com). If, after five business days, you do not receive a response, either email Mr. Ross or call 800-217-3880 ext 306 or 303.

## Financial Information

This section is typically filled out by the borrower(s). This will give Asset Management Holdings LLC an overview of your financial situation. We must have the Third Party Authorization form to verify senior lien details.

### *Required Income Documentation:*

- *Most recent pay stub showing at least 30 days of year-to-date income.*
- *Most recent Federal Tax return with all schedules.*
- *Documentation letter showing amount of any benefits (Social Security or disability).*
- *Copies of your two most recent bank statements.*

**YOU HAVE 30 DAYS TO FULLY COMPLETE AND RETURN THIS APPLICATION. FAILURE TO FULLY COMPLETE AND RETURN THIS APPLICATION WITHIN THAT TIME FRAME WILL RESULT IN DENIAL OF LOSS MITIGATION AND WE MAY PROCEED TO ENFORCE OUR LEGAL RIGHTS AGAINST YOU.**

*When you sign and date this form, you are making important certifications, representations and agreements, including certifying that all of the information in this form is accurate and truthful.*

**BORROWER:**

**CO-BORROWER:**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
PRIMARY PHONE NUMBER

\_\_\_\_\_  
PRIMARY PHONE NUMBER

\_\_\_\_\_  
SECONDARY PHONE NUMBER

\_\_\_\_\_  
SECONDARY PHONE NUMBER

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
EMAIL ADDRESS

**HARDSHIP AFFIDAVIT**

**I/we request a review by Asset Management Holdings, LLC.**

*Check all hardship conditions that apply:*

- Household income reduced. Example: job loss, hours cut, etc.
- Expenses have increased.
- Unemployed with benefits
- Unemployed and benefits ended less than 6 months ago
- Monthly debts are excessive
- Cash reserves are insufficient to maintain current mortgage and cover basic living expenses.

**Please provide an explanation on a separate sheet of paper if you feel we need more information.**

**INCOME AND EXPENSES**

MONTHLY HOUSEHOLD INCOME		MONTHLY HOUSEHOLD EXPENSES		HOUSEHOLD ASSETS	
MONTHLY WAGES	\$	MORTGAGE #1	\$	CHECKING	\$
OVERTIME	\$	MORTGAGE #2	\$	CHECKING	\$
SELF-EMPLOYMENT	\$	INSURANCE	\$	SAVINGS	\$
UNTAXED SOC. SEC / SS DISABILITY	\$	PROPERTY TAXES	\$	IRA	\$
FOOD STAMPS	\$	HOA / CONDO	\$	CD	\$
TAXABLE SOC. SEC.	\$	CREDIT CARDS	\$	MONEY MARKET	\$
CHILD SUPPORT	\$	CHILD SUPPORT	\$	STOCKS/BONDS	\$
ALIMONY	\$	ALIMONY	\$	OTHER	\$
RENTS REC'D	\$	FOOD	\$		\$
SCHOOL LOAN(S)	\$	RENT	\$		\$
TIPS	\$	SCHOOL LOANS	\$		\$
COMMISSIONS	\$	TUITION	\$		\$
OTHER	\$	OTHER MORTGAGE	\$		\$
	\$	UTILITIES	\$		\$
	\$	GAS	\$		\$
	\$	CAR INSURANCE	\$		\$
	\$	CAR PAYMENT	\$		\$
	\$	TRAVEL	\$		\$
	\$	OTHER	\$		\$
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>

***ALIMONY, CHILD SUPPORT OR SEPARATE MAINTENANCE INCOME NEED NOT BE DISCLOSED IF YOU DO NOT CHOOSE TO HAVE IT CONSIDERED FOR REPAYING YOUR MORTGAGE DEBT.***

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**CERTIFICATION**

- 1) I certify that all information, including hardships, is the truth.
- 2) I understand Asset Management Holdings, LLC, may investigate my statements and require additional supporting documentation.
- 3) I certify that the property for which I am requesting a loan modification / short sale review is a habitable residential property.
- 4) I understand that Asset Management Holdings, LLC will evaluate my eligibility, but is not required to provide any loan modification or short sale approval.
- 5) I consent to being contacted during the evaluation process by the e-mail and phone numbers I have provided.

**THE UNDERSIGNED CERTIFIES THAT ALL STATEMENTS IN THIS DOCUMENT ARE TRUE AND CORRECT.**

**BORROWER**

**CO-BORROWER**

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE**

**SIGNATURE**

\_\_\_\_\_

\_\_\_\_\_

**PRINT NAME**

**PRINT NAME**



H O L D I N G S L L C

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THIRD PARTY AUTHORIZATION FORM

Mortgage Servicer Name

Account Number

Borrower(s) Name(s)

Property Address

The undersigned Borrower and Co-Borrower (if any)(individually and collectively, "Borrower" or "I"), authorize the above Mortgage Servicer and its successors and assigns (individually and collectively, "Servicer") and the following third party:

Asset Management Holdings, LLC

Name of Entity, Agency, Firm

Name(s) of Authorized Person(s)

(800) 217-3880

Phone Number

Email Address

(individually and collectively "Third Party") to discuss, assist with, or, if applicable, negotiate a workout arrangement, including a modification or other relief, on my mortgage(s) with Servicer. I authorize Servicer and Third Party to share with each other public and non-public information about my finances and my mortgage, including, but not limited to: (i) the loan number, terms, status, payment history, and copies of any documents relating to my mortgage; and (ii) my social security number, credit score, income, debts, and other information relating to obtaining and servicing my mortgage. The Servicer will take reasonable steps to verify the identity of a Third Party, but has no responsibility or liability to verify the identity of such Third Party. The Servicer also has no responsibility or liability for what a Third Party does with such information.

This Third Party Authorization is valid when signed by Borrower and Co-Borrower (if any) named on the mortgage and until Servicer receives a written revocation signed by Borrower or Co-Borrower.

I UNDERSTAND AND AGREE WITH THE TERMS OF THIS THIRD PARTY AUTHORIZATION.

Borrower

Co-Borrower

Signature

Date

Signature

Date

Printed Name

Printed Name

**Real Estate Agent Documents**

**AFFIDAVIT OF ARM'S LENGTH TRANSACTION**

State of \_\_\_\_\_

County of \_\_\_\_\_

Account / File Number: \_\_\_\_\_

All parties to the contract on the premises dated: \_\_\_\_\_

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

**Hereby affirm that this is an "Arm's Length Transaction,"**

No party to this contract is a family member, business associate of, or shares a business interest with the mortgagor or its representative. Further there are no hidden terms or special understanding between the seller or buyer or their agents or mortgagor.

The Buyers and Sellers nor their Agents have any agreements, written or implied, that will allow the Seller to remain in the property as renters or regain ownership of said property at any time after the execution of this short sale transaction. None of the parties shall receive any proceeds from this transaction except the sales commission.

**Signatures:**

**Seller**

\_\_\_\_\_

Date

**Seller**

\_\_\_\_\_

Date

**Buyer**

\_\_\_\_\_

Date

**Buyer**

\_\_\_\_\_

Date

**Buyer Agent**

\_\_\_\_\_

Date

**Buyer Agent**

\_\_\_\_\_

Date

[ADDITIONAL SIGNATURES ON FOLLOW PAGE ]

**Signatures - continued:**

**Buyer Agent Company Name**

**Buyer Agent Company Name**

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Date

Date

**Listing Agent**

**Listing Agent Company Name**

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Date

Date

**Negotiator / Attorney**

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Date

**(Rest of page intentionally left blank. Document continues on following page.)**

## **Real Estate Documents**

### **Listing agreement and current MLS worksheet**

### **Pre HUD/NET Sheet and Final HUD upon closing**

- 1<sup>st</sup> mortgage proceeds (typically Line 504).
- 2<sup>nd</sup> mortgage proceeds (typically Line 505).
- No unsecured creditors are to be paid if accepting a short payoff.
- Net/HUD sheet must reflect the actual cash amount the seller is bringing to closing.
- If repairs are needed to the home, the line item must be present and copies of contractor estimates must be included.

### **Fully Executed Contract**

- Include copies of all offers

### **Pre-qualification letter for buys and buyer and lender contact information**

- Include Proof of Funds for cash buyers.

### **1<sup>st</sup> mortgage payoff**

- The 1<sup>st</sup> lien payoff must be the most current that the Realtor/customer can obtain
- You may also include a 1<sup>st</sup> mortgage statement.

### **Foreclosure information**

- If the 1<sup>st</sup> mortgage is in foreclosure, please provide the attorney's information along with the scheduled sale date, and any file number or trustee's sale number associated with the account.

### **First Lien approval letter**

- If the 1<sup>st</sup> mortgage is taking a short and has approved the offer, please make sure the HUD1 reflects the approval.