Buyer Agent Short-Sale Checklist

Is the buyer pre-approved? ☐ Yes ☐ No
Copy of pre-approval ☐ Yes ☐ No

Is the buyer a cash buyer and willing to submit proof of funds? ☐ Yes ☐ No
Copy of proof of funds ☐ Yes ☐ No

Is the buyer willing to make reasonable offer? ☐ Yes ☐ No

Does the buyer have realistic expectations of the time frame? ☐ Yes ☐ No

Can the buyer be flexible on the closing date? ☐ Yes ☐ No

Is the buyer willing to proceed with the following prior to short-sale approval?

- Earnest money ☐ Yes ☐ No
- Inspections ☐ Yes ☐ No
- Mortgage application and appraisal fee ☐ Yes ☐ No