LAW OFFICES OF
GLENN J. ANDREONI, INC.

ADMITTED IN RI AND MA
www.rirealestatelaw.com

LINCOLN OFFICE:
640 GEORGE WASHINGTON HIGHWAY, SUITE 102
LINCOLN, RI 02865

TEL. (401) 334-4770
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WOONSOCKET OFFICE:
1028 PARK AVE.
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GLENN J. ANDREONI, ESQ.**
LORIANN MOSKWA*
**Admitted in RI & MA
*Admitted in RI

Dear Short Sale Client:

We are looking forward to working with you to make this transition in your life as simple as possible. We will need to compile some documentation that the lender will require to process your short sale. To make things easier for you, it is best to put this documentation together at the same time you begin to market your home. We will work together as a team with your realtor.

Below you will find a generic list of what we will need. Once we are informed of who your lender(s) are, we can provide you with any specific documents that your lender(s) may require.

SHORT SALE CHECKLIST:

- ☐ Two months bank statements, including investments, 401K etc.
- ☐ One months pay stubs or proof of income
- ☐ Two years tax returns, including all schedules and W-2's (State returns are not needed)
- ☐ Letter of Authorization (attached)
- ☐ Letter of hardship (*see tips below)
- ☐ Financial Statement (attached)
- ☐ Copy of most recent Mortgage Statement(s)
- ☐ Copy of Listing Agreement with your Realtor
- ☐ Copy of fully executed Purchase and Sales Agreement w/ Short Sale Addendum and buyers
- ☐ Realtor provide a copy of MLS Broker Sheet
- ☐ Copy of most recent tax bill, water bill and sewer bill

If property is a condo, please also provide the following:

- ☐ Copy of your last Condo Association Statement showing balance due
- ☐ Contact Condo Association for cost of resale certificate

*To prepare the Hardship Letter, simply write in your own handwriting what happened to get you into the short sale situation that you are now in. For example, some people lost jobs, others had medical situations, others lost tenants, and others had a change or loss of income. You need to describe what happened and because of that you are respectfully asking for a short sale.

Once you have compiled all the necessary documentation, give us a call to set up a time to meet and we can go over all the details. Getting the documentation to us ahead of time may speed the process up. Call or email us anytime with your questions or concerns.

Sincerely,
Law Offices of Glenn J. Andreoni, Inc.

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SHORT SALE AUTHORIZATION

Lender: ______________________________ Loan Number______________________

Property Address: ______________________, ______________________

I (we) hereby authorize, the above reference Lender, to discuss my (our) request for a short sale with the Law Offices of Glenn J. Andreoni Inc. Further, the lender is hereby authorized to negotiate the terms of a short sale agreement with the Law Offices of Glenn J. Andreoni Inc and to deliver documents to Law Offices of Glenn J. Andreoni Inc, which concern my (our) request for a short sale. I (we) understand that I (we) will be fully responsible for reviewing any information that is sent by the lender to Law Offices of Glenn J. Andreoni Inc. This Authorization will remain in effect until I (we) specifically notify the lender workout department in writing that this authorization is no longer in force.

My main contact person is: ____________________Email: ____________________

Other office contacts: **Donna Burbank, Joshua Thivierge, Stephanie Thivierge, Jordan Burbank, Christine Mateer, Glenn J. Andreoni, Loriann Moskwa Esq., Sean D. Elliot Esq.**

Signature: ______________________ Signature: ______________________

Print Name: ______________________ Print Name: ______________________

SS# ______________________ SS# ______________________

Date Signed: ______________________ Date Signed: ______________________

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SHORT SALE HOLD HARMLESS

The Undersigned hereby agrees and understands there are no guarantees or promises made to them by the Law Offices of Glenn J. Andreoni Inc. with respect to the undersigns lender(s) approval of a short sale. It has been explained to the undersigned that the Law Offices of Glenn J. Andreoni Inc. can make no warrantees or guarantees as to whether or not the lender(s) will issue approval(s) to the short sale and said law office has no control as to the actions of the lender as to whether or not they will or will not postpone or cancel a foreclosure sale, if applicable. The undersigned hereby agrees that they shall immediately inform the Law Offices of Glenn J. Andreoni Inc. of any notices or documentation received relative to said short sale. The undersigned also agrees to seek professional tax advice and understands that the Law Offices of Glenn J. Andreoni Inc. has not advised us as to tax matters.

In signing this release, I (we) acknowledge and represent that I (we) have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign if voluntarily as my (our) own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I (we) am at lease eighteen (18) years of age and fully competent; and I (we) execute and Release for full, adequate and complete consideration fully intending to be bound by same.

Signature: ____________________ Date:______ Signature: ____________________ Date:______

Print Name: _________________________ Print Name: _________________________

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FINANCIAL BUDGET

EXPENSES	MONTHLY	BALANCE
Mortgage		
Property Taxes		
Utilities -Investment		
Other Mortgages		
Water		
Sewer		
Trash Removal		
Automobile		
Other Automobile		
Auto Insurance		
Gasoline		
Heating		
Electricity		
Phone		
Cell Phone		
Cable TV/Internet		
Movies/Videos/Books		
Credit Cards		
Other loans		
Dues/Memberships		
by insurance)		
Life Insurance		
Child Care- allowance		
Alimony/ Child Support		
Tuition		
Food/Groceries		
Clothing		
Laundry/ Dry Cleaning		
Other Expenses		
Total:	$ -	$ -

NET MONTHLY AMOUNT

INCOME	APPLICANT	CO-APPLICANT
Salary		
Overtime		
Commission/Tips		
Bonus		
Interest/Dividends		
Alimony		
Child Support		
Disability		
Pension		
Rental		
Unemployment		
Other Income		

Assests		
Checking		
Savings		
401K		

Total Income		$ -
Total Expenses		
Surplus/ Deficit	$ -	

I/We agree that the financial information provided is an accurate statement of my financial status. I understand and acknowledge that any action taken by the lender(s) and The Law Offices of Glenn J. Andreoni, Inc. is in strict reliance on the financial information provided herein. My signature(s) below grants the holder(s) of my mortgage and The Law Offices of Glenn J. Andreoni, Inc., the authority to confirm the information that I have disclosed in this financial worksheet.

Homeowner signature date

Homeowner signature date

Addendum "A" to Purchase & Sales Agreement

Date of Addendum: ______________________________
Date of Agreement: ______________________________
Seller(s): ______________________________
Buyer(s): ______________________________
Property: ______________________________

BUYER(s) understands and agrees that the sale of the Premises located at ____ is the subject of a "short sale", meaning that the SELLER(s) has made a request to his/her/their first mortgagee, and, if applicable, his/her/their second mortgagee, to accept loan payoff amounts for each loan that is less than the amount due under the terms of each lender's Note. And, the BUYER(s) further understand and agree that this "short sale" process can take anywhere between (60) sixty-days and (120) ninety-days to complete.

FURTHERMORE, BUYER(s) understands and agrees that SELLER(s) performance under this Purchase and Sale Agreement is conditioned upon:

1) First mortgagee's approval of BUYER'S offer and Seller's acceptance of it; and;
2) Second mortgagee's approval, if applicable, of BUYER'S offer and Seller's acceptance of it; and;
3) Seller's approval of the BUYER(s) offer; and;
4) That the amount of proceeds due SELLER(s) or the amount of cash due from SELLER(s) shown on Line 603 of a final HUD Settlement Statement at closing shall not exceed zero and 00/100 dollars ($0.00), meaning that SELLER(s) shall neither take proceeds from the sale of the Premises nor be required to bring funds to closing to consummate the sale of the Premises to the BUYER(s) (unless SELLER(s) shall agree otherwise in writing); and;
5) In the event that the property is winterized and/or the utilities are shut off, and that the BUYER(s) choose to do an inspection on said property, the BUYER(s) agree to de-winterize and re-winterize and/or turn on and turn off utilities at BUYER(s) cost, and;

FURTHERMORE, BUYER(s) grants the SELLER(s) an automatic thirty-day (30) extension for performance under this Purchase and Sale Agreement in order to obtain a written approval of the "short sale" from the Seller(s) Lender(s).

FURTHERMORE, BUYER(s) further understands and agrees that SELLER(s) may continue to accept so-called "back up" offers until SELLER(s) receives written confirmation of BUYER'S unconditional purchase money mortgage loan approval.

FURTHERMORE, BUYER(s) understands and agrees that if SELLER(s) is informed that one or both of his mortgages do not approve a "short sale" of the Premises, this Purchase and Sale Agreement shall be null and void, SELLER(s) shall not be obligated to perform, and BUYER'S deposit shall be promptly returned to him in full. SELLER(s) shall in no manner be obligated to pay any of BUYER'S costs associated to this contract and the purchase of the property.

Except as specifically set forth herein, all other terms and provisions of the Purchase and Sales Agreement remain in full force and effect.

__________________________ ______________
Seller Date

__________________________ ______________
Seller Date

__________________________ ______________
Buyer Date

__________________________ ______________
Buyer Date

Form **4506-T**

(Rev. January 2008)

Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

▶ **Do not sign this form unless all applicable lines have been completed. Read the instructions on page 2.**

▶ **Request may be rejected if the form is incomplete, illegible, or any required line was blank at the time of signature.**

OMB No. 1545-1872

Tip: Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. 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.

1a Name shown on tax return. If a joint return, enter the name shown first.

1b **First social security number on tax return or employer identification number (see instructions)**

2a If a joint return, enter spouse's name shown on tax return

2b **Second social security number if joint tax return**

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code

4 Previous address shown on the last return filed if different from line 3

5 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. The IRS has no control over what the third party does with the tax information.

Caution: ***DO NOT SIGN*** *this form if a third party requires you to complete Form 4506-T, and lines 6 and 9 are blank.*

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. 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 is a combination of line item information and later adjustments to the account. 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. 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 2006, filed in 2007, will not be available from the IRS until 2008. 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.

___/___/______ ___/___/______ ___/___/______ ___/___/______

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.

Telephone number of taxpayer on line 1a or 2a
(   )

Sign Here

▶ **Signature** (see instructions) | Date

▶ **Title** (if line 1a above is a corporation, partnership, estate, or trust)

▶ **Spouse's signature** | Date

General Instructions

Purpose of form. Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

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 RAIVS teams, send your request to the team based on the address of your most recent return.

Note. *You can also call 1-800-829-1040 to request a transcript or get more information.*

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

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New York, Vermont	RAIVS Team Stop 679 Andover, MA 05501 978-247-9255
Alabama, Delaware, Florida, Georgia, North Carolina, Rhode Island, South Carolina, Virginia	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888 559-456-5876
Arkansas, Connecticut, Illinois, Indiana, Michigan, Missouri, New Jersey, Ohio, Pennsylvania, West Virginia	RAIVS Team Stop 6705-B41 Kansas City, MO 64999 816-292-6102

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
Connecticut, Delaware, District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 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) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

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 60 days of the date signed by the taxpayer or it will be rejected.

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 Internal Revenue Code 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. Sections 6103 and 6109 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, and the District of Columbia 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 the 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.