

Centurion Title Group Inc.
217 N. Westmonte Drive Suite 2004
Altamonte Springs, FL 32714
Tel: 407-712-8888 Fax: 407-712-8880

Dear Property Owner(s):

Thank you for placing your trust in Centurion Title Group Inc. We understand how important finding a solution to your mortgage issue is to you and your family.

In order for us to proceed we must receive all of the items required to present a complete short sale package to the lender. These items must be received in a timely manner so that we may give you the best possible representation. This is for your benefit, and helps us present the most professional and responsible appearance to your lender on your behalf.

Additional documents that will be forwarded to you include a Short Sale Addendum to the Purchase Contract, and an affidavit of Arm's Length Transaction. These will be sent to you as soon as you have a contract on the property.

Again, these documents are very critical to facilitating the short sale transaction with your lender. It is therefore very important that you read every document, fill them out correctly, sign and date them, and sent back to Centurion Title Group Inc. in a timely manner.

If you have any questions regarding any of these documents please do not hesitate to contact Centurion Title Group Inc.

Thank you for your attention to this matter and we look forward to working with you in this transaction.

Best Regards,

Centurion Title Group Staff

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SHORT SALE DOCUMENTATION REQUIRED

_____ Authorization enclosed (signed and dated by all borrowers)

_____ Listing Agreement (signed and dated by all parties)

_____ MLS sheet

_____ Picture of Property as jpeg

_____ Contract (signed and dated by all parties)

_____ Buyers Proof of funds and/or Prequalification letter

_____ Article of Corporation and Managers Agreement (if Applicable)

_____ Hardship letter (signed and dated by all borrowers)

_____ Borrowers financial disclosure enclosed (signed and dated by all borrowers)

_____ Proof of income most current (last 30 days of Paystubs, Disable: please provide most current award letter, unemployment compensation, Pension, Retirement or other financial assistance. Provide copies of any benefits applied for or received.

_____ Bank Statements (60 days of most current and consecutive)

_____ Tax Return (2 years of most recent tax return signed and dated with all schedules)

_____ 4506T enclosed (signed and dated by all borrowers)

Please note that once we know who the lender(s) are we will provide you with their short sale package and requirements.

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BORROWERS AUTHORIZATION AND RELEASE

Lender Name: _____ Loan# _____

Lender Name: _____ Loan# _____

Please circle one: Primary Residence Second Home Investments

Occupancy Status: Vacant or Occupied

If Vacant last date Occupied: _____

Reason for Default _____

Real Estate Agent: _____ Contact Phone # _____

To Whom It May Concern:

I/We _____, hereby authorize Centurion Title Group, including Romina Cicchino, Clara Cicchino and Marylou Nataniel and/or their agents and assigns to obtain and discuss confidential account information regarding my/our loan and/or account, including arrearages, reinstatement amount as well as financial history and to facilitate on my/our behalf all facets of the short sale, including but not limited to the payoff of the property located at:

I/We understand it is my/our responsibility to review this information. A photocopy of this authorization bearing the signatures of the undersigned may be deemed the equivalent of the original. This authorization is valid until the loan is satisfied or I/We notify you otherwise in writing.

Borrower: _____ SS#: _____

Signature: _____ Date: _____

Co-Borrower: _____ SS#: _____

Signature: _____ Date: _____

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CONTACT INFORMATION SHEET

Listing Agent's

Name: _____

Company: _____

Phone#: _____

Email: _____

Buyer's Agent

Name: _____

Company: _____

Phone#: _____

Email: _____

Property Address: _____

Seller's Name: _____

Seller's Phone: _____

Seller's Email: _____

Seller's Home address: _____

Buyer's Name: _____

Buyer's Phone: _____

Buyer's Email: _____

Buyer's Home Address: _____

Seller's Name: _____

Seller's Phone: _____

Seller's Email: _____

Seller's Home address: _____

Buyer's Name: _____

Buyer's Phone: _____

Buyer's Email: _____

Buyer's Home address: _____

Sales Price: _____

Sellers Concession: _____

HOA Name: _____

HOA Phone: _____

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DISCLOSURE AND CONSENT FOR SHORT SALE PROCESSING PROGRAM

PROPERTY ADDRESS: _____

SELLER(S): _____

I/We, the owners of the above referenced property hereby acknowledge, understand and agree to the following:

- _____ 1. I/We understand the meaning and purpose of a "short sale" is my/our mortgage lender(s) or other lien holders will accept a lesser amount than is actually owed and provide a release of their lien in order to facilitate the sale of the referenced property. By selling the home prior to foreclosure sale or commencement of a foreclosure action, certain costs such as attorney's fees, court cost and other charges might be avoided. The repost of a completed foreclosure on my/our credit report(s) may also be avoided if the referenced property is sold prior to foreclosure.

- _____ 2. I/We understand that it has been disclosed to me/us by Centurion Title Group Inc. that every attempt will be made to successfully close my short sale property. However, I/We understand that third party approval of my lender(s) or other lien holders is required to accept a short payoff and **Centurion Title Group Inc. cannot guarantee that the lien holders will accept a short payoff or will not pursue a deficiency judgment against me/us.**

- _____ 3. I/We understand that the mortgage lender(s) may not agree to a short sale, and I/We understand that Centurion Title Group Inc. make no guarantee that any other lien holders having liens on the property will approve a payment for less than the full amount due. **I/We hereby hold Centurion Title Group Inc. harmless and not liable for any loss directly or indirectly incurred should I/We lose title to the property due to the foreclosure process.**

- _____ 4. In the event a short sale is finalized, I/We understand that Centurion Title Group Inc. cannot guarantee that the mortgage lender(s) involved will not force the terms of their promissory note(s) and seek legal action to collect the remaining indebtedness owed against me/us, or report debt to the Internal Revenue Service which is forgiven as income to me/us. I/We hereby hold Centurion Title Group Inc., harmless and not liable for any loss directly or indirectly incurred in connection with remaining indebtedness owed to the mortgage lender(s).

- _____ 5. I/We have further been advised that there may be tax ramification associated with the short payoff, including but not limited to, the issuance if an IRS tax form 1099 for any shortfall of the mortgage debt, and despite the possible tax consequence have decided to move forward with this transaction.

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- _____ 6. Before a short sale package can be processed with my foreclosing lender(s), be required to provide several items as outline in a list provided to me/us by my realtor and/or Centurion Title Group Inc. I/We understand that the mortgage company may require information in addition to those items listed once the short sale request is made. I/We understand that my/our cooperation is vital to this process and will provide these items in a timely manner, and certify under penalty of perjury that these items represent a true and accurate account of my finances and accounts.
- _____ 7. I/We understand that unless I/We pay my/our mortgage balance in full at the time of closing, no proceeds will be paid to me/us from the sale of my/our home. All proceeds will be paid closing cost as approved by the short payoff lender(s) and any funds remaining are paid to the short sale lender(s). I/We further understand that I/We will not receive any refunds from the escrow account held by our lender, water/sewer escrows; previous taxes paid or prorated homeowner's insurance refunds. All refunds will instead be paid to the short sale lender(s) and applied to any indebtness still owed relating to the promissory note(s) and mortgage(s) I/We signed on the referenced property.
- _____ 8. I/We understand that once foreclosure proceedings are commenced, I/We have the right to cure the deficiencies as defined in Florida law. I/We understand that I/We are advised to immediately consult an attorney and accountant to be advised of my rights and liabilities as defined in Florida laws and federal tax.
- _____ 9. I/We acknowledge that Centurion Title Group Inc. is not acting as my agent, attorney or financial advisor and that I have been advised to consult an attorney and certified public accountant about this transaction.
- _____ 10. I/We hereby agree to hold Centurion Title Group Inc., its employees, agent officers and directors harmless and free of any liability, in any legal capacity, should the lien holder reject the short sale.
- _____ 11. I/We are voluntarily and intelligently signing this disclosure and hereby authorizing Centurion Title Group Inc. or any agent thereof to work on this short sale and authorize my lender to discuss the terms of my loan with Centurion Title Group Inc.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

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MONTHLY BUDGET DISCLOSURE TO MORTGAGE LENDER

Loan: _____

Borrower Name: _____

Co-Borrowers Name: _____

Property Address: _____

Number of persons in home over 18 yrs old working: _____

Number of persons in home over 18 yrs old NOT working: _____

Number of persons in home UNDER 18 yrs old working: _____

INCOME

Monthly NET income Borrower #1/JOB#1 _____

Monthly NET income Borrower #1/JOB#2 _____

Monthly NET income Borrower #2/JOB#1 _____

Monthly NET income Borrower #2/JOB#2 _____

TOTAL MONTHLY INCOME.....\$ _____

EXPENSES

Mortgage payment – Primary Residence _____

2nd. Mortgage payment – Primary Residence _____

Property Insurance _____

Property Taxes _____

Homeowners Association _____

Property Maintenance _____

Electric/Heating _____

Water/Sewer/Trash _____

Telephone & Cellular _____

Cable TV/Internet _____

Car Payment 1st _____

Car Payment 2nd _____

Car Insurance _____

Gas and Car Maintenance _____

Groceries _____

Credit Card #1 _____

Credit Card #2 _____

Credit Card #3 _____

Student Loans _____

School Tuition _____

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Rent	_____	
Health Insurance	_____	
Life Insurance	_____	
Prescription Drug	_____	
Medical/Dental Expenses	_____	
Court Ordered Child support	_____	IRS/State Tax
Payment	_____	
Dry cleaning/ Clothing	_____	
Day Care/Adult Care	_____	
IRA	_____	
Charitable Contribution	_____	
Entertainment	_____	
Time Share Property	_____	
Spending Money	_____	
TOTAL MONTHLY EXPENSIVE.....	\$_____	

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____