



Short Sale Transmittal Summary

To: North Carolina Housing Finance Agency
Ginny Willey (gmwilley@nchfa.com)

From: _____ (Name) _____ (Servicer)

Date: _____

NCHFA Loan Number: _____

Servicer Loan Number: _____

Mortgagor's Name: _____

Property Address: _____

Insurer: _____

Due Date: _____

Appraised Value: \$ _____

Offer Price: \$ _____

Total Payoff Amount: \$ _____

Please include the following documents:

1. Short Sale Transmittal Form
2. Insurer Approval Letter and supporting documentation
3. Offer to Purchase Contract signed by buyers
4. Copy of buyer's pre-qualification letter for financing or proof of funds availability for cash sales
5. Recent Appraisal or BPO
6. Current Payoff Quote through settlement date from OTP
7. Preliminary Closing Disclosure
8. Any other pertinent documentation