

[Date]

[Title Company/Escrow Agent Name]

[Company Address]

[City, State, Zip Code]

RE: Short Sale Closing Instructions

Property Address: [Full Property Address]

Seller(s): [Seller Names]

Buyer(s): [Buyer Names]

Lender Loan Number: [Loan Number]

Escrow/File Number: [File Number]

To Whom It May Concern,

The following instructions are provided regarding the closing of the short sale for the above-referenced property. This closing is subject to the terms and conditions set forth in the short sale approval letter issued by [Lender Name] dated [Approval Date].

Please ensure the following requirements are met for a successful closing:

- **Net Payoff:** The lender must receive a net wire transfer of exactly \$[Amount] no later than [Expiration Date].
- **Settlement Statement:** A final certified Settlement Statement (HUD-1 or CD) must be sent to the lender for final approval prior to the disbursement of funds.
- **Seller Proceeds:** The Seller is to receive zero (\$0.00) proceeds from this sale. Any excess funds must be credited to the lender.
- **Prohibited Fees:** No unapproved fees, credits, or administrative charges may be added to the settlement statement without written consent from the lender.
- **Commission:** Real estate commissions are approved at [Percentage]% to be split between the listing and buying brokers as per the approval letter.
- **Deed Transfer:** Ensure the deed is recorded immediately following the receipt of funding.

Please confirm receipt of these instructions and provide the final draft of the settlement statement for review by [Time/Date].

Should you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]