

# How to Refer a Short Sale To Trademark

## Getting Started

Visit [www.trademarkshortsale.com](http://www.trademarkshortsale.com) and create an account by entering your Name and Email address in the lower, right-hand corner. Then select "Gain Access Now."

**NOTE:** You will receive an email confirmation containing your username and temporary password. It will be titled "Access Activated." To update password, go directly to [www.shortsalesubmit.com](http://www.shortsalesubmit.com).

## Submitting the Short Sale File

You will be re-directed to [www.shortsalesubmit.com](http://www.shortsalesubmit.com) where the short sale information will be entered and submitted. There is a submission wizard available to guide you along the way. To begin, click "Next" in the lower, right corner.



### Step 1 of 5: Owner Information

Here you will enter information regarding subject property, owner and contact information. All fields in bold are required. Once complete, click "Next" to continue.

Short Sale Submission Wizard

Owner Information - Step 1 of 5

Subject Property	Owner Information	Contact Information	Other Information
<b>Address:</b> <input type="text"/>	<b>Name 1:</b> <input type="text"/>	<b>Home:</b> <input type="text"/>	<b>Auction Date:</b> <input type="text"/>
<b>City:</b> <input type="text"/>	<b>SSN#:</b> <input type="text"/>	Work: <input type="text"/>	Home Value Estimate: <input type="text"/>
<b>State:</b> <input type="text"/>	Name 2: <input type="text"/>	Mobile: <input type="text"/>	Today's As-Is Value <input type="text"/>
<b>Postal Code:</b> <input type="text"/>	SSN#: <input type="text"/>	Fax: <input type="text"/>	
<b>County:</b> <input type="text"/>	Address: <input type="text"/>	Email Address: <input type="text"/>	
Parcel #: <input type="text"/>	City: <input type="text"/>		
Case #: <input type="text"/>	State: <input type="text"/>		
	Postal Code: <input type="text"/>		

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### Step 2 of 5: Property Information

In this section, you will enter property details such as property type, features, and conditions. Click "Next" to continue.

**Property Information - Step 2 of 5**

Property Type: [Dropdown] Garage: [Dropdown] Is Property Listed:  Reason For Selling: [Dropdown]

Square Feet: [Text] Pool: [Dropdown] For How Long: [Dropdown]

Year Built: [Text] Basement: [Dropdown] List Price: [Text]

# Bedrooms: [Text] Occupant: [Dropdown] Condition: [Dropdown] Ideal Close Date: [Text]

# Bathrooms: [Text] Lot Size: [Text] List Of Repairs: [Text Area]

# Stories: [Text] Waterfront: [Dropdown]

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### Step 3 of 5: Mortgage Information

Here you will enter the 1<sup>st</sup> mortgage information (lender, account number, monthly payment, etc.), as well as a 2<sup>nd</sup> and 3<sup>rd</sup> mortgage/HELOC when applicable. You'll also have space to include other payments such as HOA, special assessments, and property taxes. Click "Next" to continue.

**Mortgage Information - Step 3 of 5**

1st Mortgage	2nd Mortgage/HELOC	3rd Mortgage/HELOC	Other Liens/Payments
Lender: [Text]	Lender: [Text]	Lender: [Text]	HOA Fees: [Text]
Account #: [Text]	Account #: [Text]	Account #: [Text]	Condo Assoc Fees: [Text]
Lender Phone: [Text]	Lender Phone: [Text]	Lender Phone: [Text]	Special Assessments: [Text]
Loan Balance: [Text]	Loan Balance: [Text]	Loan Balance: [Text]	Property Taxes: [Text]
Interest Rate: [Text]	Interest Rate: [Text]	Interest Rate: [Text]	Current Rent: [Text]
Monthly Payment: [Text]	Monthly Payment: [Text]	Monthly Payment: [Text]	
Age Of Loan (Yrs): [Text]	Age Of Loan (Yrs): [Text]	Age Of Loan (Yrs): [Text]	
Payments Current: <input type="checkbox"/>	Payments Current: <input type="checkbox"/>	Payments Current: <input type="checkbox"/>	
Amount In Arrears: [Text]	Amount In Arrears: [Text]	Amount In Arrears: [Text]	

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### Step 4 of 5: Short Sale Information

This is where you can enter miscellaneous information such as seller financial documents available, current occupancy status and access info. You'll notice several questions below the Offer Price field. If yes, please select the box so that a "check-mark" appears or enter

**Short-Sale Information - Step 4 of 5**

Offer Price: [Text] What is Exit Strategy?: [Dropdown]

2 Years Tax Returns?:  What is Current Market Value: [Text]

Last 2 Pay Stubs?:  Is Home Vacant?:

2 Months' Bank Statements?:  Do We Have Keys?:

Hardship Letter?:  Is There a Lockbox?:

Financial Statements?:  Lockbox Code: [Text]

Recent Mortgage Statement?:  Target Move Out Date: [Text]

Please explain any required items that won't accompany the hard file:  
[Text Area]

Retail Repairs: [Text]

Sellers Property Disclosure?:  Wholesale Repairs: [Text]

Title Insurance Policy?:  Resale Preparations: [Text Area]

Survey?:

[Prev] [Submit Short Sale]



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comments in any vacant fields. Once this section has been completely filled out, click on "Submit Short Sale" in the lower, right corner.

### *Step 5 of 5: Generate Paperwork*

Although the title of this section says "generate paperwork," we do not currently use this feature. Simply Log-out.

## **Short Sale File Has Been Opened**

The short sale information has been submitted to Trademark Loss Mitigation. At this time, you can submit a short sale on a new property or log out by clicking either icon in the bottom, right screen.

## **We Obtain the Documents from Your Client**

We will then contact your client (homeowner) directly to obtain all the necessary and lender specific short sale documents.

You may track the status of this file by logging into Open Road at [app.realeflow.com](http://app.realeflow.com). Your username and password are required. You and your client will also receive weekly updates by email as to the status of the short sale progress.

**\*\*\*Returning users: You may go directly to [www.shortsalesubmit.com](http://www.shortsalesubmit.com) to begin and simply provide username and password. It is not necessary to set up a new account. \*\*\***