

Wachovia Short Sales Made Easy

1. Obtain Listing Agreement
2. Contact local Short Sale Manager as soon as you get the listing (see attached)
3. Short Sale Manager will notate in Wachovia system that the property is listed; Listing Agent will notate in MLS “Wachovia Short Sale”.
4. Short Sale Manager can conduct a “pre-contract” interview with seller, if needed
5. Send HUD and ratified contract to local Short Sale Manager via email, once received
6. Receive approval/minimum net from Wachovia
7. Obtain settlement letter from any junior lien holders
8. Close in 45 days or less

FAST TRACK

Wachovia Short Sale Request Form

In order to expedite your next short sale, please email or fax this completed form to your local Short Sale Manager, Amelia Castro. Please include the **fully executed sales contract, and an estimated HUD-1.**

***** If pre-listing or pre-approval, please indicate in "Comments" line. *****

Loan Number(s): _____
Seller's Name: _____
Jr. Lien Holder: _____
Current Balance - Jr.: _____
Property Address: _____
Seller Contact Info: _____
Realtor Contact Info: _____ name/office
_____ email
_____ phone
_____ fax
_____ address
Escrow Contact Info: _____ phone
Comments: _____

(To be completed by Wachovia Employees only):

Incentives details that have been offered: _____

Type of appraisal that was ordered
Or needs to be ordered: _____

Estimated COE: _____

Your local Short Sale Manager contact information:

AMELIA CASTRO
amelia.castro@wachovia.com
(714) 904-2615
(951) 933-3040 (fax)



We look forward to working with you!