



GSS Title LLC Shortsale Submissions

Dear Listing Agent:

Thank you so much for allowing us to assist you and your home seller with this short sale.

Enclosed with this document you will find everything you need to submit a new short sale transaction to GSS Title, as well as to submit a contract for a file your previously set up.

New Shortsale Listings / Orders:

The best time to submit a new Shortsale order to GSS is when you first take the listing, but you can also submit your order at any time thereafter, for example for any active listings you already have, or once you obtain a contract.

Please use the New Shortsale Order Submission Cover Sheet and Check List to submit new orders to GSS. Please include all required documents. This check list and required new order documents are included with this document.

Contract Submissions:

Once you obtain a contract for your Shortsale, please use the GSS Title Contract Check List to submit your new contract to GSS Title. You will find the new GSS Title Contract Check List enclosed with this form set.

Any questions?

If you have any questions at all, please feel free to contact us at any time.

Please call us at (941) 914-9520, or email us at orders@gss-title.com and one of our representatives will be happy to assist you.



GSS Title LLC New Shortsale Order Submission Cover Sheet and Check List

Dear Listing Agent:

Please complete the information below and submit the following documents to open a file for a new short sale listing/transaction.

Please use the check list below and confirm that all required documents are enclosed. Unfortunately we cannot process incomplete submissions/incomplete submissions will be returned.

Required Documents:

- Copy of fully executed Listing Agreement
- GSS Title Order Form Signed by all Property Owners (Seller/s)
- GSS Borrower Authorization to Release Information

Listing Agent/REALTOR® (Your) Information:

REALTOR® Name: _____

REALTOR Phone: _____ Email: _____

Property Information:

Property Address: _____

Property City/State/ZIP: _____

We will contact the Seller directly to obtain all additional documents required for the short sale.

When you obtain a contract for your short sale listing, please use the Contract Submission Cover Sheet and Check list to submit the contract and supporting documentation.

Note: *If you are also submitting a Contract together with your New File Submission, then please complete the Contract Submission Cover Sheet and Check List and submit together with this new order.*

Please submit your new Shortsale Order and supporting documents as follows:

1. Email to orders@gss-title.com, or
2. Fax to: (941) 914-9522, or
3. Upload at <http://orders.gss-title.com>, or
4. Overnight or Priority Mail to: GSS Title LLC, 1990 Main Street #750, Sarasota, FL 34236

Please call us at (941) 914-9520 or email to orders@gss-title.com with any questions or concerns.

Authorization to Release Information

1st Mortgage: _____ **Balance** _____

Loan/Account Number#: _____

Lender Phone Number _____ **Fax:** _____

2nd Mortgage: _____ **Balance** _____

Loan/Account Number#: _____

Lender Phone Number _____ **Fax:** _____

3rd Mortgage: _____ **Balance** _____

Loan/Account Number#: _____

Lender Phone Number _____ **Fax:** _____

Property Address: _____

I/We hereby authorize you to release to GSS Title, LLC and/or their agents and assigns any and all information that they may require for the processing, transfer, reinstatement, or payoff of my loan/account for the above referenced property.

"Agents" shall include employees, partners, attorneys and their assistants.

They may reproduce this document to acquire reference from more than one source.

Borrower Signature:

Social Security Number:

Date:

Printed Name:

Co-Borrower Signature:

Social Security Number:

Date:

Printed Name:

GSS Title Order and Short Sale Agreement

Name of party placing order (Seller): _____

Seller's Address: _____

Seller Phone: _____ Seller Email: _____

Property Address: _____

Seller's REALTOR® Information

REALTOR® Name: _____ Company: _____

Seller request that GSS Title LLC ("GSS") represents Seller as Title and Closing Agent in the Short Sale of the Property shown above, subject to acceptance by GSS and the following Terms and Conditions.

1. Seller hereby selects GSS as Seller's Title, Escrow and Closing Agent, and appoints GSS as Seller's exclusive third party short sale processor.
2. GSS, as a Licensed Title Agency, will perform Short Sale Processing and related activities as part of its Title and/or Closing Services, at no additional charge.
3. Seller agrees to provide GSS with all required documentation as set forth in the GSS Check List and to fully cooperate with GSS as required.
4. GSS shall upon receiving and accepting this Title Order, order a title search to identify all current lien holders, and update this search from time to time as required. GSS will furthermore contact all identified lien holders (including but not limited to Lender/s) to advise them of the short sale, and to request a moratorium on collection activities which lien holders may or may not grant.
5. Seller agrees to pay for GSS Title and Closing Fees of \$1,495 (to be paid at closing), as well as for the Owner's Title Insurance Policy, with the understanding that there will be no out-of-pocket expenditures to Seller, nor will GSS Title charge any additional Shortsale related fees. **All of GSS's fees will in essence be paid for by the Lender by merit of reducing the Lender's net from the transaction. If Lender reduces or disallows some of GSS's fees then that reduction will be borne solely by GSS, and Seller will NOT be required to make any payments to GSS.**
6. GSS will perform its considerable services with the understanding that it will be the party performing Title and Closing Services on this transaction, at no-out-of-pocket cost to the Seller.

7. TERMINATION OF THIS AGREEMENT

SELLER HAS THE RIGHT TO TERMINATE THIS AGREEMENT AS FOLLOWS:

Seller may terminate this Agreement and cancel this Title Order in writing, without any penalty or obligation whatsoever, at any time. Such termination should be submitted via fax to (941) 914-9522 or to GSS at its mailing address at the bottom of this agreement.

8. ACCEPTANCE BY GSS

This Title Order and Agreement shall not be valid until it has been accepted by GSS, and a counter signed copy has been either returned to Seller via email, or deposited with the US Postal Service to be returned via Postal Mail. The effective date of this Agreement shall be the date it is accepted by GSS.

9. NO WARRANTIES

GSS is not making any guarantees or warranties with respect to approval of a Sale and Purchase Agreement by the Lien Holders. Likewise, Seller shall not be liable for any fees to GSS for any services performed if Lender/Lien Holder Approval cannot be obtained for any reason whatsoever.

10. Should any provisions of this Agreement be found to be invalid or unenforceable then this shall not affect the validity of the remainder of this Agreement.

11. It is my understanding that the Lender could report any short sale transaction to the IRS as may be required by IRS regulations. It is my responsibility to consult with a tax advisor. I am aware that any and all collection activities, including foreclosure proceedings will continue until an approved short sale has closed, the account has been paid in full, or the default has otherwise been resolved.

12. I understand that it is necessary for me to provide additional documentation to verify a change in my financial situation, and/or hardship. I realize that if it is determined that the financial information presented has been misrepresented by me, I could be liable for any and all losses or damages suffered by the lien holder, servicer, GSS TITLE, investor, and /or private insurance agency. I agree that GSS TITLE reserves the right to terminate review of a short sale request if I fail to provide all requested documentation.

Agreed to and accepted by the parties:

Seller: _____ Date: _____

Seller: _____ Date: _____

Accepted by GSS Title LLC

Signature Name/Title Date: _____

GSS Title LLC, 1990 Main Street, Ste 750, Sarasota, FL 34236 – Tel: (941) 914-9520

FTC/MARS Disclosure: GSS Title, LLC is not associated with the government, and our service is not approved by the government or your lender; and even if you accept this offer and use our service, your lender may not agree to change your loan/approve a short sale. If you stop paying your mortgage, you could lose your home and damage your credit.



GSS Title LLC New Contract Submission **Cover Sheet and Check List**

Dear Listing Agent:

When you obtain a contract for your short sale listing, please complete the check list below and submit the required documents listed. Please use the check list to ensure completeness.

Please note: *We cannot process incomplete submissions/incomplete submissions will be returned.*

Required Documents:

- Contract Information Sheet
- Copy of fully executed contract, incl. all addendums and disclosures
- Copy of Comparables Report or CMA
- Listing MLS Sheet (Broker/Agent Detail) as well as Listing MLS History Report
- Buyer Approval Letter or Proof of Funds
- Verification of Escrow (if GSS Title is not holding Escrow)

Escrow Deposits:

If you wish GSS Title to hold Escrow then submit the Escrow Deposit Form included with this document package together with your Escrow Deposit Check payable to GSS Title LLC, or indicate if funds are to be wired (please contact us for wire transfer instructions to our Escrow Account).

Note: *If you are submitting this Contract together with a New Shortsale Order Submission, then please complete the New Shortsale Order Submission Cover Sheet and Check List and submit together with this Contract.*

Please submit your new Contract and supporting documents as follows:

1. Email to orders@gss-title.com, or
2. Fax to: (941) 914-9522, or
3. Upload at <http://orders.gss-title.com>, or
4. Overnight or Priority Mail to: GSS Title LLC, 1990 Main Street #750, Sarasota, FL 34236

Please call us at (941) 914-9520 or email to orders@gss-title.com with any questions or concerns.

CONTRACT INFORMATION SHEET

Property Address: _____

Buyer(s) Name: _____

Phone: _____ Email: _____

Seller(s) Name: _____

Phone: _____ Email: _____

Contract Price: _____ List Price: _____

Contract Effective Date: _____ Escrow Deposit: _____

Listing Office: _____

Agent(s): _____ Commission %: _____

Professional Fee: _____ to be paid by seller or buyer

Selling Office: _____

Agent(s): _____ Commission %: _____

Phone: _____ Email: _____

Professional Fee: _____ to be paid by seller or buyer

COMPLETE THE FOLLOWING WHEN A REFERRAL IS DUE
LISTING SIDE OR SELLING SIDE

REFERRAL AMOUNT: _____

COMPANY: _____

AGENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

REAL ESTATE COMPANY TAX ID: _____

ESCROW DEPOSIT

Trade #:

- 1) **Checks put into escrow must clear the bank before GSS Title LLC can issue either a return check or a check for closing.**
- 2) **If closing is to be within two weeks of check being turned in, please request a cashier's check or a wire transfer.**

AGENT _____ TODAY'S DATE _____

PROPERTY ADDRESS _____

SELLER _____

BUYER _____

CONTRACT AMOUNT \$ _____ CLOSING DATE _____

INITIAL DEPOSIT IN THE AMOUNT OF \$ _____

Attached

Being wired

Transferred (Buyer authorization and Release of Deposit [if applicable] must be attached)

ADDITIONAL DEPOSIT IN THE AMOUNT OF \$ _____ IS DUE ON _____

ADDITIONAL DEPOSIT IN THE AMOUNT OF \$ _____

Attached

Being wired

A COPY OF THE FOLLOWING DOCUMENTS IS TO BE ATTACHED TO THIS FORM WITH INITIAL DEPOSIT IF NOT ALREADY ON FILE:

- 1) **Copy of Fully Executed Contract with ALL Addendums and Disclosures**
- 2) **Title Order and/or Short Sale Agreement**