# Seller Document Checklist

This Seller Document Checklist is made a part of the Engagement Letter between the owner/seller of the Property and National Real Estate Law Group, PLLC, (the "Law Firm").

**All documents listed below must be scanned and uploaded online at** www.nrelg.com. Choose the "Submit Forms" button along the top menu and follow the instructions to upload documents.

The Law Firm can upload the documents for you for a separate administrative fee of $250. Please contact info@nrelg.com for details.

- Law Firm Engagement Letter (signed and dated)
- Fee Agreement (signed and dated)
- Authorization to Release Information (sign and date – ***remember to include a loan number for each loan***)
- Request for Contact Information (signed and dated)
- Deficiency Affidavit (signed and dated)
- Hardship Letter (signed and dated)
- One mortgage statement for each lien (most recent available)
- Financial Information Form (signed and dated)
- Federal Tax Return/Filing – the full filing for the last two years
  - If not available, provide evidence of requested extension
- 1099, W-2 and/or K-1 statements (last 2 years)
- Current Profit and Loss Statement (if self employed)
- Paystubs (3 most recent)
- Bank statements for all asset accounts (3 most recent months for EACH account)
  - DO NOT provide any retirement fund account statements at this time. We may ask for copies of retirement account statement at a later time.
  - If you do not have 3 most recent months of bank statements at the time of submission of documents, provide what is available and upload new statements monthly.