



SAN DIEGO  
HOUSING  
COMMISSION

**REQUEST FOR SHORT SALE**

Owner Information:

Date: \_\_\_\_\_  
Owner: \_\_\_\_\_ Co-Owner: \_\_\_\_\_  
SDHC Loan No(s): \_\_\_\_\_  
Home/Cell Phone No.: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE  
Email Address: \_\_\_\_\_

Realtor Information:

Name: \_\_\_\_\_ Office/Cell Phone No.: \_\_\_\_\_  
Email: \_\_\_\_\_

Escrow Company:

Name: \_\_\_\_\_ Escrow No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Escrow Officer: \_\_\_\_\_ Office/Cell Phone No.: \_\_\_\_\_  
Email: \_\_\_\_\_

**✓ CHECK LIST – Please email the following items with this form to  
loanservicing@sdhc.org:**

- \_\_\_\_ Hardship Letter (signed by all borrowers and the real estate agent) requesting the short sale, describing reason for short sale and indicate the amount proposed to pay towards Housing Commission’s lien.
- \_\_\_\_ Copy of Purchase Contract
- \_\_\_\_ Copy of Preliminary Title Report
- \_\_\_\_ Copy of Escrow Instructions
- \_\_\_\_ Copy of Estimated HUD-1
- \_\_\_\_ Copy of full Appraisal (current-less than 60 days old)
- \_\_\_\_ Approval from First Trust Deed Lender