



**Wells Fargo Home Mortgage**  
 MAC X7801-01K  
 3476 Stateview Blvd  
 Fort Mill, SC 29715

February 14, 2012

[Redacted]

[Redacted]

Dear [Redacted]:

RE: Demand Statement for Loan [Redacted]

Projected Settlement Date 03/30/12

Property Address [Redacted]

Wells Fargo Bank, N. A. approves the sale of the above referenced property. This sale will result in a short payoff of the mortgage, and the mortgagor(s) acknowledge they waive any and all rights to any escrow balance, insurance proceeds or refunds from prepaid expenses. Neither the mortgagor nor any other party may receive any sale proceeds or any funds as a result of this transaction except as noted in this Demand Statement. As agreed, when we receive the sale proceeds and all required documentation, we will notify the credit bureau to reflect "agreed settlement short of full payment" which would appear on the credit report within 60-90 days from the sale date and within 60-90 days from the date of notification and waive any deficiency rights, if applicable.

Sale approval details

\_\_\_\_\_ This approval is based on the purchase contract dated 10/25/11 between [Redacted] the seller(s), and [Redacted] the buyer(s), for a purchase price of \$ 133,000.00. The terms of our approval and instruction to the Settlement Agent are as follows:

1. The required payoff is \$ 122,809.66, scheduled for settlement on or before 03/30/12. Your contribution and settlement costs for this transaction are:

Mortgagor contribution:

Cash at Closing: 7,500.00

Promissory Note: 0.00

Approved Seller Closing Costs:

Real Estate Commission: 7,980.00

SETTLEMENT FEES 850.00

TITLE INSURANCE 1,075.00

MISC TITLE FEES 250.00

RECORDING FEES 89.00

CITY STAMPS 2,372.40

SELLERS CONCESSION 3,990.00

TAXES 1,083.94

LW100/SYO/pg.1





**Wells Fargo Home Mortgage**  
MAC X7801-01K  
3476 Stateview Blvd  
Fort Mill, SC 29715

Page 2

RE: Loan Number [REDACTED]

Approved seller concession to buyer's closing costs:

Itemization of concession:

2. Within two (2) business days of receiving this Demand Statement, you must notify us of the name, address, and telephone number of the Settlement Agent. Both the Realtor and Settlement Agent must be provided a copy of this Demand Statement.
3. The Settlement Agent must contact us 48 hours before the scheduled settlement date and provide a copy of the final estimated HUD-1 Settlement Statement. The Settlement Agent must provide the information required on the enclosed title worksheet as well as the fully executed HUD Closing worksheet, for FHA loans.  
If settlement is delayed and/or rescinded, we must be notified immediately to review the request and provide written approval, if granted per investor or mortgage insurance guidelines. We reserve the right to assess a per diem interest from the original settlement date until the actual settlement date.
4. All parties understand and acknowledge the purchase contract may not be amended without our prior written approval. The property is sold "as is", the purchaser is not related to the seller, and any relationship between a participating Broker/Realtor has been disclosed prior to issuing this Demand Statement. It is further understood this transaction may not involve any third party who received a deed from mortgagor at, prior to, or after settlement, and the purchase contract may not be assigned.
5. The Settlement Agent is instructed to immediately wire all approved short sale proceeds to the following wire instructions as follows:

Wells Fargo Bank, N. A.

Account No.: [REDACTED]

ABA No.: [REDACTED]

Special Information for Beneficiary:

Apply Funds to loan: [REDACTED]

Mortgagor: [REDACTED]

From: Sender's Name and phone number

\* If this information is not provided the wire will be rejected.

The original executed Promissory Note, if applicable, delivered to us by the next business day immediately following settlement to:

Wells Fargo Home Mortgage

Attn: Liquidations

X2302-044

One Home Campus

Des Moines, IA 50328





**Wells Fargo Home Mortgage**

MAC X7801-01K  
3476 Stateview Blvd  
Fort Mill, SC 29715

Page 3

RE: Loan Number [REDACTED]

Failure to comply with any of these requirements will result in the transaction re-closing. Once certified funds are received and approval is final, a document releasing the mortgage will be sent to record this decision. If the property was in foreclosure, that action will stop when the terms of the approval are met.

Contact Us with Questions

---

Thank you for your courtesy and cooperation. If you have questions or need additional information, please call me at the number listed below.

Sincerely,

[REDACTED]  
Home Preservation Specialist

Wells Fargo Home Mortgage

ph: 1-877-458-8419 ext. [REDACTED]

LW098/SYO/pg.3

We are required by the Fair Debt Collection Practices Act to inform you that if your loan is currently delinquent or in default, as your loan servicer, we will be attempting to collect a debt, and any information obtained will be used for that purpose. However, if you have received a discharge, and the loan was not reaffirmed in the bankruptcy case, we will only exercise our right as against the property and are not attempting any act to collect the discharge debt from you personally.

With respect to those loans located in the State of California, the state Rosenthal Fair Debt Collection Practices Act and the federal Fair Debt Collection Practices Act require that, except under unusual circumstances, collectors may not contact you before 8 a.m. or after 9 p.m. They may not harass you by using threats of violence or arrest or by using obscene language. Collectors may not use false or misleading statements or call you at work if they know or have reason to know that you may not receive personal calls at work. For the most part, collectors may not tell another person, other than your attorney or spouse, about your debt. Collectors may contact another person to confirm your location or enforce a judgment. For more information about debt collection activities, you may contact the Federal Trade Commission at 1-877-FTC-HELP or [www.ftc.gov](http://www.ftc.gov).





Wells Fargo Home Mortgage
MAC X7801-01K
3476 Stateview Blvd
Fort Mill, SC 29715

PLEASE RESPOND WITHIN 48 HOURS

Date February 14, 2012 Loan No. 708-0203046156
To [Redacted] From Home Preservation Department
Phone (800) 603-3525 Phone (800) 416-1472
Fax (888) 860-1314 Fax (866) 359-7363

The Following Recording Information is Needed to Prepare the Release
Date Recorded \_\_\_\_\_

Book/Page/Ins. Number \_\_\_\_\_

County \_\_\_\_\_

Original Beneficiary \_\_\_\_\_

Current Beneficiary \_\_\_\_\_

Trustee \_\_\_\_\_

Legal Description \_\_\_\_\_
(if applicable) \_\_\_\_\_

Assignments \_\_\_\_\_
(if applicable) \_\_\_\_\_

Send for Recording to:

Agent Name \_\_\_\_\_
Address \_\_\_\_\_
Phone \_\_\_\_\_
Fax \_\_\_\_\_

Courthouse \_\_\_\_\_

LC172/SYO



# Short Sale Closing Instructions

In addition to the instructions in the Wells Fargo Home Mortgage approval letter, the instructions in this document must be followed or the short sale will be subject to denial and the proceeds will be returned.

## Immediately notify Wells Fargo if any of the following occur:

- ξ **Changes to the approved parties to the sale.** Approvals are non-transferrable and changes require additional review and an updated approval to proceed with closing.
- ξ **Changes to the approved terms and conditions.** Changes to terms and conditions require a new review and an updated approval will be required before proceeding with closing.
- ξ **Bankruptcy filing by the current homeowner.**

## Step 1 – Requirements for pre-closing approval

Submit the following at least 48 hours\* before the scheduled short sale closing:

*\*If not received at least 48 hours before the scheduled closing, funds may be returned and/or closing may be delayed.*

### Pre-closing HUD-1

- ξ Email the pre-closing HUD-1 to the “email document submission” address in the closing information box to the right.
- ξ Include all expected closing costs.
- ξ Any and all fees, including sales commission, listed on the HUD-1 require approval by Wells Fargo, the investor, and/or the mortgage insurance company. Changes in fees from the amounts listed on the Wells Fargo Home Mortgage approval letter may delay closing.
- ξ No administrative or processing fees are allowed.

### Subordinate lien approval (if applicable)

- ξ The short sale cannot close without required short payoff demands from all subordinate liens.
- ξ The short sale approval letter issued by Wells Fargo is an approval only for the loan number referenced on the approval letter and is not an approval for any other mortgage liens (including any held by Wells Fargo).
- ξ If the subordinate lien is unable to release their lien for equal to or less than the amount allocated on the Wells Fargo approval letter, additional review and updated approval will be required to proceed with short sale closing.

## Closing information

### Contact information

Name: <EnterName>  
 Phone: <EnterPhoneNumber>  
 Fax: <EnterFaxNumber>  
 Email:  
 <email@wellsfargo.com>

Hours: <0:00a.m.to:0op.m.>  
 <TimeZone>

### Email document submissions

- ξ Pre-closing approval request:  
 <emailaddresshere>
- ξ Closing documents:  
 <emailaddresshere>

### Overnight mail submissions

Wells Fargo Home Mortgage  
 Attn: Liquidations  
 X2302-44  
 One Home Campus  
 Des Moines, IA 50328

### Wire instructions

Wells Fargo Bank, N.A.  
 Beneficiary bank ABA: 121000248  
 Beneficiary bank acct: 6581202097  
 Special information for beneficiary:  
 Loan number: <Loan number>  
 Seller's name: <Seller's name>  
 Sender's name: <Sender's name>  
 Phone number: <Phone number>



### **Power of Attorney (if applicable)**

- ξ Any buyer or seller who will not be able to sign documents at closing must provide a completed Power of Attorney form.
- ξ Regardless of state law, the Power of Attorney form must be fully executed, notarized and witnessed.
- ξ The only party who can sign on behalf of the buyer/seller, is the Attorney-In-Fact authorized by the Power of Attorney.

### **Step 2 – Requirements for release of mortgage lien**

All noted closing documents must be emailed and/or overnight mailed the day of the short sale closing:

*\*If not received within 48 hours of the closing, funds may be returned and the closing may have to reoccur.*

### **Short sale funds**

- ξ Proceeds must be equal to or greater than the amount listed on the Wells Fargo short sale approval letter.
- ξ Proceeds must be received in the form of either a wire or a cashier's check:
  - Wired funds must be sent via the instructions in the closing information box on the previous page.
  - Overnight mail the cashier's check to the address listed in the closing information box.
- ξ Attorney, title company, settlement agent or agency checks will not be accepted for short sale transactions.

### **Notarized Copy of the Short Sale Affidavit**

- ξ Must be signed and dated by all required parties before a notary.
- ξ To expedite the completion of the short sale, email a completed, notarized copy of the Short Sale Affidavit to the "email document submission" address in the closing information box to the right.
- ξ Send the original signed document by overnight mail to the address listed in the closing information box.
- ξ If the purchaser of the property is a Trust, the Trustee must sign the Short Sale Affidavit on behalf of the Trust and provide a copy of the Trust Agreement.
- ξ If the purchaser of the property is an LLC, the Manager or a Managing Member must sign on behalf of the LLC and provide a copy of the Operating Agreement.

### **Promissory Note (if applicable)**

- ξ Immediately following closing, overnight mail the original signed Promissory Note to the address listed in the closing information box on the previous page.
- ξ If the required original Promissory Note has been sent directly to the beneficiary of the note, email a copy to the "email document submission" address in the closing information box and include the tracking number and confirmation of the delivery to the beneficiary.

### **Required closing documents (email or overnight mail the day of the short sale closing)**

- ξ Certified copy of the signed and dated final HUD-1 statement, stamped certified and true
- ξ Copy of the wire confirmation or cashier's check
- ξ Copy of the executed original lien release form
- ξ Original Short Sale Affidavit signed and dated by all required parties and notarized, if not previously submitted
- ξ If applicable, original signed and dated Promissory Note
- ξ If applicable, a copy of the signed and dated, notarized and witnessed Power of Attorney

CS3371





! ! "##"\$%&'(\$)\*"\$#! #\$\$%&!! (+,"\$%&'(\$)\*"\$#! #\$\$%&!!  
! '()\*% !+,\$,&!\$\*-!./,0\$\*1!+,\$,&!! '()\*% !+,\$,&!\$\*-!./,0\$\*1!+,\$,&!!  
! 231&(!! #\$\$%&!! 231&(!! #\$\$%&!!  
! '()\*% !+,\$,&!! '()\*% !+,\$,&!!  
! 4&%%5&,&!\*%!67&\*%!! #\$\$%&!! 8(\$\*9\$:%/\*!;\$:5)%%\$/(!<)!=!\$\*1!>!! #\$\$%&!!  
! '()\*% !+,\$,&!\$\*-!./,0\$\*1!+,\$,&!! '()\*% !+,\$,&!\$\*-!./,0\$\*1!+,\$,&!!  
! '()\*% !./,0\$\*1!6--(&99!!!! '()\*% !./,0\$\*1!6--(&99!!!!

!"#\$%#'"%&\$##'(\$)#%\*+)\$#,%%%%  
!"#\$%&'()\*&#+&"&+&,-&.#/%)+\$#/'0&#"&"+#1/#'22+)\*&.#(3#4&00/#'5'+6)#7)8&#9)+\$6'6&.#\$%1/#.-;8&,\$#8;/#(&#,&<03#&=&-;,\$&.#',.#,\$'+1>&.#\$#)+#(&")+&#\$\$%&#/#)+\$#/'0&#-0)/1,6?##@%&#,\$'+1>&.#)+161,'0#-23#8;/\$#(&#/&,\$#(3#)\*&+,16%\$#8'10  
6%771!\*#+\$!8'9%!.+.\$#\$%!!  
::2<!=->?-.#:-'21!  
@&A5&BCC!  
D2%!8'9%!E#9F?1!  
G%1!.-2%1H!!;J5A&K!

655!9)7\*\$%3(&9!,39%!?!\$:@\*/A5&-7&-!?!&=/(!\$!\*%\$(1!03?5):!\$\*-!./:3,&\*%\$(1!&B)-&\*.&!\$%\$%:C&-!C&(&%/)!\*!:/(-\$\*:&!A)%C!  
%C&!(&D3)(&,&\*%9!/=!1/3(9%\$%&!5\$A9E!!  
4868F!G;!!  
.GH+8!G;!!  
G\*!.....!?!&=/(!&!,&J!.....!

<)\*9&(%!\*\$,&!/=!+/%\$(1!'3?5):>!  
0&(9/\*\$551\$00&\$(&-!! .....!  
AC/!0/B&-!%/!,&!/\*!%C&!?\$9)9!/=!9\$%)9=\$:%/(1!&B)-&\*.&!%/?&!%C&!0&(9/\*<9>!AC/9&!\*\$,&<9>!)9K\$(&!93?9:)?&-!%/!%C&!A)%C\*!  
)\*9%(3,&\*%!\*\$\*-!\$:@\*/A5&-7&-!%/!,&!%C\$%!C&K9C&K%K&1!&L&:3%&-!%C&!9\$,&!)\*!C)9KC&(K%K&C&!)!\$3%C/(!M&-!:\$0\$:%1<)&9>J!\$\*-!%C\$%  
?1!C)9KC&(K%K&C&!)9)7\*\$%3(&<9>!/\*!%C&!)\*9%(3,&\*%!\*%C&!0&(9/\*<9>J!/(!%C&!&\*%)\*%1!30/\*!?!&C\$5=!/=!AC):C!%C&!0&(9/\*<9>!\$:%&-J!  
&L&:3%&-!%C&!)\*9%(3,&\*%E!!  
N!:&(%)=!13\*-&(!F+6O8!G;!FPQHPI!3\*-&(!%C&!5\$A9!/=!%C&!4%\$%&!/=!.....!%C\$%!%C&!/(!&7)!\*7!0\$(\$7(\$0C!)9!%(3&!\$\*-!  
:/((!&:%E!  
RN8+F44!,1!C\$\*-\$\*-!/=):)\$5!9&\$5E!

! .....!  
! +G86PI!'H2ON.!!  
! .....!  
! S1!./,.)99)!\*!FL0)(&9T!.....!  
! .....!

+ <4F6O>!

