

Short Sale Purchase Contract Addendum

Short Sale Customer/Agent Care: 1.866.880.1232

The Bank of America Short Sale Purchase Contract Addendum must be executed by all sellers, buyers and agents. Failure to provide a fully executed addendum will delay the short sale and may result in the decline of the short sale offer. When you save the file, name it: Purchase Contract Addendum xx-xx-xx. Replace the x's with the date.

Take care to complete the Purchase Contract Addendum correctly and completely:

1. Include the **printed** name of all sellers and buyers.
2. Make sure the buyers' names exactly match the names on the Purchase Contract or the HUD-1.
3. Fill in the date when the addendum was completed.
4. Provide date when the Purchase Contract was executed.
5. Include the signatures of buyers and/or sellers. We must have **everyone's** signature.
6. Fill out Line 5 of Page 1. You **must** complete this section.
 - Indicate the number of days before or after closing that the seller agrees to vacate the property.
 - If the property is already vacant, use **N/A** or **Vacant**.
 - If the seller is vacating on the day of closing, use **zero**.
7. Include the **printed** name of the seller's agent, the buyer's agent or both.
8. Make sure you have the signature of the seller's agent, the buyer's agent or both.
9. Include the state license number of the seller's agent, the buyer's agent or both.

Dated: _____	
Bank of America 1 st Loan No.: _____	Bank of America 2 nd Loan No.: _____
Seller: _____ Print name	Buyer: _____ Print name
Seller: _____ Print name	Buyer: _____ Print name
Seller: _____ Print name	Buyer: _____ Print name
Seller: _____ Print name	Buyer: _____ Print name
This Addendum to Purchase Contract is entered into and is effective as of ____/____/____ by _____ between Seller(s) and Buyer(s) (hereinafter referred to as the Parties) and shall be deemed to amend, modify and supplement that certain Contract dated ____/____/____ between Seller(s) and Buyer(s) (the "Purchase Contract").	

Licensee Representing Seller: _____ Sign name	Date: _____
State License Number: _____	Date: _____
Licensee Representing Buyer: _____ Sign name	Date: _____
State License Number: _____	Date: _____

Short Sale Real Estate Licensee Certification

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The Short Sale Real Estate Licensee Certification documents that the real estate agents or attorneys representing the buyer and the seller in a short sale transaction are appropriately licensed to perform those functions in the state where the sale occurs. Combine the Short Sale Real Estate Licensee Certification with the Short Sale Purchase Contract Addendum and upload them as a single file named Purchase Contract Addendum xx-xx-xx. Replace the x's with the date.

Take care to complete the Short Sale Real Estate Licensee Certification correctly and completely:

1. Provide the date of the Residential Purchase Agreement.
2. Fill in the complete address of the property being purchased.
3. **Print** the name of the seller and the name of the real estate agent or attorney representing the seller.
4. **Print** the name of the buyer and the name of the real estate agent or attorney representing the buyer.
5. Include the **signature** of the seller's representative.
6. Fill in the State License Number of the seller's representative and the date this Licensee Certification is signed.
7. Include the **signature** of the buyer's representative.
8. Fill in the State License Number of the buyer's representative and the date this Licensee Certification is signed.

This certification is made in connection with the Residential Purchase Agreement dated 1
on Property known as 2
for which 3 is Seller and 4 is Buyer and
is the individual Real Estate Licensee at the listing brokerage representing Seller; and
is the individual Real Estate Licensee at the selling brokerage representing Buyer.

Licensee Representing Seller: 5
State License Number: 6 Date: 6
Licensee Representing Buyer: 7
State License Number: 8 Date: 8