



CERTIFIED DISTRESSED
PROPERTY EXPERT™

Citimortgage Short Sales

Date	Owner
Address	
Prepared by	

How to initiate a Citimortgage short sale:

1. Client must gather the following specific financial documents:
 - Loan information (Balances on 2nd mortgages, automobiles, student loans, etc.)
 - Copies of the 2 most recent paystubs (if employed)
 - Most recent personal checking, savings, money market, mutual fund, stocks and bonds statements
 - Property tax and insurance statements
 - Homeowner's Insurance Policy Declaration page
 - If self employed, most recent quarterly or year-to-date profit/loss statement (if do not have, provide with business bank statements)
2. Once client has gathered all these forms, have them call 1-866-272-4749. They will need to tell the Citimortgage counselor that they wish to start the short sale process.
3. Citimortgage will require them to set up an online profile to submit their documents.
4. Once authorization has been received by bank, you will have the opportunity to communicate with Citibank negotiator.

Important website and contact infos:

[www.citimortgage.com/foreclosure relief](http://www.citimortgage.com/foreclosure%20relief)

Foreclosure Alternative Hotline: 1.866.272.4749

How You Can Be Proactive:

1. Evaluate whether the loan is a Freddie or Fannie-owned, so that you can request participation in their Standard Short Sale Program (also known as HAFA II)
 - For Freddie: <https://www3.freddiemac.com/corporate/>
 - For Fannie: <https://www.knowyouroptions.com/loanlookup>
2. Educate your client on the benefits of the Treasury HAFA program, and request - if eligible - with the HAFA Request for Mortgage Assistance (RMA) Form
3. Complete your short sale package and have ready to submit after client initiation (include HUD-1 from the purchase of the home).