



Arizona Department of Housing

REQUEST FOR SHORT SALE ASSISTANCE

CERTIFICATE OF ELIGIBILITY

Please allow 21 days for a response. Certificates of Eligibility are sent by U.S. mail. All other correspondence will be via e-mail.
Be sure to include a working e-mail address and check for e-mail from www.azhousing.gov.

Applicant Information

Applicant Information Applicant _____ Co-Applicant _____ Phone _____ Email _____ Previously Received SOHAZ Assistance? (Y / N) _____	Subject Property (must be primary residence) Address _____ City State Zip _____ County _____ Number of Household Members _____ Household Monthly Gross Income _____ Original Purchase Price of Home _____
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Estimated Assistance Calculation:

Estimated Sales Price:	_____
Estimated 1st Mtg Payoff:	_____
Estimated 2nd Mtg Payoff	_____

Estimated Assistance (Max amount of Program Assistance is \$25,000*):

\$		Transition Assistance to Consumer (max \$4,500)
\$		Possible Second Mortgage Settlement (max 40% of 2nd Mtg, up to \$8,500)
\$		Potential Closing Costs Paid on Behalf of Seller (up to 3% of sales price)
\$		Total Estimated Assistance

* If you have received other forms of SOHAZ assistance it will impact the remaining amount available for Short Sale Assistance.

Required Documents to Evaluate Request for Certificate of Eligibility:

1. Request for Short Sale Assistance Certificate of Eligibility
2. Dodd-Frank Certification
3. Third Party Authorization
4. Mortgage Statement(s) i.e. 1st and 2nd if applicable
5. Current Income Documents (i.e. Recent Paystub, Current Benefit Letter, Proof of Child Support, Current 90 day P&L, etc.)
6. Previous Year's Tax Returns and W2s

Method of Delivery

Fax Number :	1-800-957-5817 or
Mail:	Arizona Department of Housing
	Attn: Short Sale Assistance
	1110 W. Washington St., Suite 310
	Phoenix, AZ 85007



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CERTIFICATE STATEMENT



Household Composition Declaration

	FULL NAME	RELATIONSHIP	18 & Over (YES/NO)	WORKING (YES/NO)	ANNUAL INCOME	OWN OTHER PROPERTY (YES/NO)
1					\$	
2					\$	
3					\$	
4					\$	
5					\$	
6					\$	
7					\$	
8					\$	

I (We) acknowledge and understand that this request and Short Sale Assistance if approved is based upon the truthfulness and accuracy of the documentation I (we) provide in support of this Request. I (We) acknowledge that a material misstatement negligently made by me (us) in connection with this request for Program assistance will constitute a federal violation punishable by a fine; and a material misstatement fraudulently made in support of this Request; will constitute a federal violation punishable by up to a **\$10,000** fine which may be in addition to any criminal penalty imposed by law. In addition, any material misstatement or false statement which affects my (our) eligibility for Program Assistance will result in a denial of my (our) Request for Program Assistance or, if Program Assistance has been made prior to discovery of the false statement, will constitute a default on the Program Assistance. In addition, I (we) hereby acknowledge and understand that any false pretense, including any false statement or representation; or the fraudulent use of any instrument, facility, article or other valuable thing or service pursuant to my (our) participation in the Program, may be punishable by imprisonment or by a fine.

Signature of Applicant: _____ Date: _____

Signature of Co- Applicant: _____ Date: _____