

**Important information on your  
short sale approval enclosed.  
Please read.**

[REDACTED]  
Issaquah WA 98027-7323

10/13/2011  
Loan Number: [REDACTED]

Dear [REDACTED]

As your home loan servicer, we are dedicated to helping you find a solution to avoid foreclosure on your property. We are pleased to inform you that the short sale on your property has been approved for the federal government's Home Affordable Foreclosure Alternatives (HAFA) short sale program.

### **What This Means to You as the Seller**

Bank of America, N.A. and/or its Investors and Insurers (if applicable) have agreed to accept a short payoff ("Short Sale") for the above-referenced property and loan(s). This short sale approval is exclusive to the offer from the buyer referenced in this letter. Please accept this letter as Bank of America, N.A.'s demand for payment and also as the formal demand statement to be used by the closing agent. Please be aware that no additional statement will be issued.

Bank of America, N.A. and/or its Investors and/or Insurers will accept less than the amount due on your current mortgage and release you from any further responsibility for your outstanding mortgage balance. Please note if the short sale does not close, then we will pursue all remedies under our note and mortgage.

Detailed below are the conditions of this approval, along with necessary next steps that will need to be completed by the dates and/or timeframes noted. Please read through all the information carefully, and call our Short Sale Team at 1.877.824.0976 if you have any questions.

### **Conditions of the Short Sale Approval**

The conditions of your short sale approval are as follows:

1. The sale and closing must comply with all terms and conditions of the Short Sale Agreement between the Servicer and the Borrower as well as all terms and representations provided herein by the Borrower.
2. Any change to the terms and representations contained in this Request for Approval of Short Sale or the attached sales contract between you and the buyer must be approved by the Servicer in writing. The Servicer is under no obligation to approve such changes.
3. A HUD-1 Settlement Statement, which will be signed by you and the buyer at closing, must be provided to the Servicer not later than one business day before the Closing Date of 11/24/2011.

If the seller is entitled to receive any proceeds based on a claim for damage to the property under any policy of insurance, including homeowner's, lender-placed, casualty, fire, flood, etc., or if seller is entitled to receive other miscellaneous proceeds, as that term is defined in the deed of trust/mortgage (which could include Community Development Block Grant Program (CDBG) funds), the proceeds should have been disclosed before we considered the request for short sale. If we receive a check for insurance or miscellaneous proceeds that were not previously disclosed, Bank of America, N.A. will have the right to keep the proceeds and apply them to Bank of America, N.A.'s loss after the short sale. Similarly, we would have the right to claim the proceeds to offset our losses if they were not previously disclosed and were sent directly to the borrower.

### **What You Should Know**

The owner of your mortgage note, the mortgage insurer, if your loan is covered by mortgage insurance, and Bank of America, N.A. waive their right to pursue collection of any deficiency following the completion of your short sale and your debt is considered settled. The deficiency is the difference between: (1) the remaining amount due under the mortgage note and mortgage or deed of trust; and (2) the current market value of the property plus any cash contribution you make or amount you agree to repay in the future.

The amount of the deficiency will be reported to the Internal Revenue Service (IRS) on the appropriate 1099 Form or Forms. We suggest that you contact the IRS or your tax preparer to determine if you have any tax liability.

We will continue to report your account to the major credit reporting agencies. When the transaction is completed, we will report that your loan was "paid in full for less than the full balance." We have no control over, or responsibility for the impact of this report on your credit score. Visit <http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre24.shtm> to learn more about credit scores.

If the terms and conditions of the short sale approval are not met, we will cancel the approval of this offer and continue the foreclosure process as permitted by the mortgage documents.

### **Important Instructions for the Seller and Agent**

1. Please complete the enclosed Assignment of Unearned Premium and Important Notice Regarding Income Tax Reporting and provide this information to your closing agent.
2. The closing agent will need to email the completed Assignment of Unearned Premium, Important Notice Regarding Income Tax Reporting, and a certified copy of the final estimated Settlement Statement to the short sale system **72 hours prior to closing**. Please note that you cannot close without final approval of the closing costs.
3. Payoff funds must be wired (unless otherwise specified) and must be received **within 48 business hours of the HUD-1 settlement date**, per the instructions below. Reference loan# [REDACTED] Issaquah, WA 98027.

Bank of America, N.A.  
275 Valencia Avenue  
Brea, CA 92823  
MRC Acct # [REDACTED]  
ABA [REDACTED]

**Please note:** Wire transfers must include the loan number, borrower's names and property address. If the funds cannot be properly identified, they will be returned.

4. A certified copy of the Final Settlement Statement must be emailed to the short sale system at the time of closing.

Upon receipt of the above stated items, Bank of America, N.A. will issue a release of lien on its mortgage loan.

If you have any questions please call your account specialist at 1.877.824.0976 Monday thru Friday 7 am to 7 pm CST and Saturday 10 am to 2 pm CST. Please continue to work closely with your real estate agent to finalize your short sale.

Home Affordable Foreclosure Alternatives (HAFA) Team  
Bank of America, N.A.

Bank of America, N.A. is required by law to inform you that this communication is from a debt collector. However, the purpose of this communication is to let you know about your potential eligibility for this program to help you avoid foreclosure.

Insurance Company

Policy Number

**ASSIGNMENT OF UNEARNED INSURANCE PREMIUM REFUND**

We have sold:  
[Redacted]  
Issaquah, WA 98027

The sale closed on:  
11/24/2011

I/We, the insured, hereby request cancellation of the referenced policy effective on the closing date. Please refund the unearned portion of the premium directly to:

**Bank of America, N.A.**  
**Mail Stop CA6-921-01-03**  
**450 American Street**  
**Simi Valley, CA 93065**  
REFERENCE Account No: [Redacted]

I/We, the insured, hereby relinquish any claim to these funds.

Thank you for your courtesy and cooperation in this matter.

[Redacted] Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Important Notice to Borrower Regarding Income Tax Reporting**

In order to provide you with the total interest you paid on your mortgage and/or reported to the IRS at year-end, Bank of America, N.A. will need your new mailing address. Please complete the information below and return it to:

[Redacted]

**Current Mailing Address:**

[Redacted]  
Issaquah WA 98027-7323

**New Mailing Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_