



## How to Submit a New Loss Mitigation File

1. Go to [www.ZOOMLossMitigation.com](http://www.ZOOMLossMitigation.com) and click on the Online Document Manager or simply go to [www.ZOOMDocuments.com](http://www.ZOOMDocuments.com)
2. Print off:
  - a. Items Needed from Agent
  - b. Items Needed from Client
  - c. VIP Seller Recovery Program Information
3. Save the BPO form to the desktop on your computer. Then please fill out the BPO form and submit it with your short sale file. It can make or break your deal!
4. Gather ALL documentation required
5. Submit all documents to 888-315-3401 or e-mail directly to [NewFile@ZOOMLossMitigation.com](mailto:NewFile@ZOOMLossMitigation.com)
6. Call or e-mail our office if you do not receive an e-mail or a phone call confirming the receipt of your new file within 24 hours.

Thank you,

*Client Care*

**ZOOM!** Loss Mitigation

Toll-Free: 1.800.480.1917

Direct: 801.527.2011

Fax: 888.315.3401

E-Mail: [ClientCare@ZOOMLossMitigation.com](mailto:ClientCare@ZOOMLossMitigation.com)

Website: [www.ZOOMLossMitigation.com](http://www.ZOOMLossMitigation.com)

Blog: [www.ZOOMLossMitigation.blogspot.com](http://www.ZOOMLossMitigation.blogspot.com)