Contract Procedure Sheet

Property Address _____

Buyer's Name _____

Buyer Address _____

Buyer Phone _____ **Email** _____

Buyer Type: Investor ___ Owner Occupant ___

Financing: Cash ___ Conv ___ FHA ___ VA ___ Hard Money ___

If Cash, attach proof of funds (copy of bank statement less than 30 days old, including name of institution, buyer name, date and amount of funds.)

If Loan, attach a **current** pre-approval letter on lender's letterhead with contact info.

INSTRUCTIONS FOR TREC CONTRACT:

Para 1 – Seller is (See MLS)
Para 5A – Earnest Money is 10% for cash or Hard Money offers; MINIMUM 1% or $1,000 for financed offers.
Para 5A – Title company (See MLS). **Note:** The Buyer can choose any title company they wish, but it they choose one other than the Seller's, Buyer will pay all closing costs and title fees for both parties, including those normally paid by the Seller. If using Seller's title company, seller will pay their half of the costs as usual. No option period or option fee. Seller allows for a (up to) 10 calendar day Inspection Period, during which the buyer may terminate in writing for a refund of EM, based on inspection.
Para 6A(7)(ii) – Seller will not pay for title amendment.
Para 6C - Seller does not have a survey and will not pay for one. 3 days to object.
Para 7B(3) – Seller is not required to furnish Seller's Disclosure (foreclosure).
HOA Addendum (if applicable) – Seller will not pay for Resale Certificate if one is required. Mark box A4. If Buyer wants to pay for certificate, mark box A2 instead. Fill in "ALL" in blank in C, and mark Buyer in D. If property is a condominium, Seller will NOT pay for "Documents" or "Certificate".
Seller reserves the right to negotiate and accept all offers until the contract and Seller addenda are signed by Seller.

Buyer's Agent _____ **Broker** _____

Address _____

Phone _____ **Email** _____