



HomeSteps Sales Contract Package Brokers Requirement Checklist

This checklist is to ensure that all requirements for a complete contract package is sent to the Closing Agent for execution without delay.

	Contracts and addenda must be ORIGINALS, faxes or copies are not acceptable.
	<u>Commission Disbursement Form</u> – Must be signed by both Listing and Selling Agents. Enter the correct commission split per your Master Service Level Agreement.
	Earnest Money Check must be made out to the Closing Agent or the Listing Broker. The purchaser's check or a copy must be included with all contract packages.
	State Contract with purchaser(s) names are required.
	Purchaser(s) signatures must match the purchaser name(s) on the HSC Approved Offer screen.
	Investor Purchaser(s) are to execute the contract and all addenda as follows: Business Name - Principle's Signature - Principle's Name Printed - Title of Principle.
	<u>HomeSteps Addendum #1 to Contract of Sale</u> – Must be downloaded from HSC and Purchaser must sign and/or initial all pages.
<u> </u>	HomeSteps Real Estate Disclosure (Property Condition Addendum and Release) – Listing Broker must confirm that all inspections completed to date are listed on the disclosure addendum and the purchaser has signed the addendum. Lead Based Paint Addendum – REQUIRED on all properties and Section 3 must be initialed by purchaser.
	Manufactured Home Addendum – only required on Manufactured Homes.
	Bonus Coupons, if applicable
	MLS printout sheet
	Buyer Pre-Approval Letter
	Is this a Deed Restricted Property Yes No (See Flag in HSC) If yes, a Buyer Qualification Letter from the lender must be included
	Scheduled Closing Date, which falls within the following guideline: Cash – 20 days – Conventional – 30 days – FHA/VA – 40 days
9/9/2010	Date Contract Package sent to Closing Agent