

## Sales Package Verification Checklist for Owner Occupant and Investor Purchasers

\_\_\_\_\_ **Sales Contract** (Please use **BLUE ink** to complete forms)

\_\_\_\_\_ FHA Case Number is correct

\_\_\_\_\_ Property Address includes City, State, and County

\_\_\_\_\_ Purchase information matches the accepted bid

- Line 3: Purchase Price, EMD amount is accurate, “HUD designated closing agent”
- Line 4: Chosen financing type matches bid submission, escrow amount is included if IE was chosen
- Line 5: Closing Costs
- Line 6a: Selling Agent Commission
- Line 6b: Listing Broker Commission
- Line 7: Net to HUD
- Line 8: Appropriate purchaser type is indicated (e.g.: o/o, investor)
- Line 9: must be 45 days (or 60 days for 203k financing), Closing Agent = “HUD designated closing agent”

\_\_\_\_\_ Purchaser(s) initialed Line 12 of the Sales Contract

\_\_\_\_\_ Purchaser(s) signed and dated the sales contract (under line 13)

- Purchaser address - (cannot be P.O. Box)
- Purchaser SSN (must match bid submission)
- Purchaser phone number

\_\_\_\_\_ Brokerage information including name, address, NAID, EIN, phone number, and signature (must be original signature)

\_\_\_\_\_ Selling Agent name and phone number is correct

\_\_\_\_\_ **Earnest Money Deposit (ACTUAL CHECK is included in Sales Package)**

\_\_\_\_\_ Certified check or U.S. Postal Money Order is attached

\_\_\_\_\_ Certified check or money order is made out to BOTH “HUD or actual buyer’s name”

\_\_\_\_\_ **Addenda**

\_\_\_\_\_ Purchaser(s) signed the “Conditions of Sale”

\_\_\_\_\_ Purchaser(s) signed the “Radon Gas and Mold Notice Agreement”

\_\_\_\_\_ Purchaser(s) **AND** broker signed the “Individual Owner Occupant Certification” if purchaser is an owner occupant

\_\_\_\_\_ Purchaser(s) **AND** broker signed and initialed the “Lead Based Paint Addendum” if property was built prior to 1978

\_\_\_\_\_ Purchaser(s) signed “Forfeiture and Extension Policy” (all 3 pages are included)

\_\_\_\_\_ Purchaser(s) signed the “For Your Protection, Get a Home Inspection” form

\_\_\_\_\_ Agency Disclosure

**Financed Sales**

\_\_\_\_\_ Prequalification Letter is attached

\_\_\_\_\_ Prequalification Letter includes purchaser(s) name and amount of prequalification

**Cash Sales**

\_\_\_\_\_ Proof of Funds