

HomeSteps Contract Package Submission Checklist

Listing broker must complete this checklist and include it in the Contract Package that is sent to the closing agent within 72 hours of offer acceptance for review and execution.

Asset Number: _____ Date complete Contract Package sent to closing agent: _____

Indicate the year this home was built: _____ ** Is this a Deed Restricted Property? () Yes () No

Property Address: _____

Buyer(s) Name: _____

Buyer(s) Current Address: _____

Review the documents in the Contract Package before sending it to the closing agent to ensure the following:

- Property address matches the address shown in HomeSteps Connect (HSC).
- All documents or addenda are legible, properly executed and/or initialed by all buyer(s) and brokers.
- The terms of the State Contract, HomeSteps addenda and Commission Disbursement Authorization Form match the HSC Approved Offer screen, including the buyer's name.
- Scheduled Closing Date matches the HSC Approved Offer and falls within the following guidelines from **Offer Acceptance**:
 - Cash: 30 days
 - Conventional: 49 days
 - FHA/VA: 54 days
 - FHA 203k: 71 days
 - HomeSteps Financing: 51 days
 - USDA: 61 days
 - Other: 41 days

The Contract Package must include the following:

- Earnest Money deposit** must be in certified funds, from the buyer shown in the HSC Approved Offer screen in the form of a cashier's check or wire transfer drawn on a United States regulated financial institution authorized to engage in banking activities within the United States. **Cash, money orders, personal checks and/or foreign currency are not acceptable.** Please select a box below on how the earnest money deposit will be handled:
 - The listing broker will hold the earnest money deposit, copy attached.
 - The closing agent/buyer's title company will hold the earnest money deposit and the earnest money will be hand delivered or sent via overnight mail, copy attached.
 - The earnest money deposit will be wired to the closing agent/buyer's title company.
- HomeSteps Commission Disbursement Authorization (CDA) Form** – The address for the selling brokerage office must be added along with the license numbers for both the listing and the selling broker's office. You must verify that the correct commission splits are shown per your Master Listing and Services Agreement, including any bonus amount if applicable.
- State Promulgated Contract of Sale** – Must include the legal name of all buyer(s) and must match buyer(s) names shown in the HSC Approved Offer.
 - Investor buyer(s) must execute the contract and all addenda as follows: Business Name – Principal Signature – Principal Name Printed – Title of Principal. If the buyer(s) is not a person (e.g., LLC, corporation, partnership), include a copy of the company's state certificate or other evidence of the validity of the corporate form.
- HomeSteps Addendum #1 to Contract of Sale** – Must be downloaded from HSC and information filled in for the loan amount in paragraph 14 (if applicable) and the closing agent in paragraph 17. Buyer must also initial the bottom of each page and in sections 1 and 9.
- HomeSteps Addendum to Contract – Lead Based Paint Disclosure (required on properties built prior to 1978) **Note:** If the HomeSteps Addendum to Contract – Lead Based Paint Disclosure is required, it must also be listed on the HomeSteps Property Condition Addendum and Release (PCAR) under the Inspection/Disclosure section and initialed by the buyer(s).
- HomeSteps Property Condition Addendum and Release (PCAR)** – Listing broker must confirm all inspections completed to date are listed on the PCAR. Buyer(s) must initial next to each inspection/report and must sign and date the Addendum. All inspections listed on the PCAR must be attached to the PCAR and submitted with the contract package.
- State Specific Riders and/or Seller's Disclosure specific to your state, including but not limited to the following, must be completed and also shown on the PCAR:**

<ul style="list-style-type: none"> <input type="checkbox"/> AL: Alabama Indemnity Agreement, only for properties in redemption <input type="checkbox"/> AZ: Arizona Affidavit of Disclosure Pursuant to A.R.S. 33-422 <input type="checkbox"/> CA: Natural Hazard Disclosure Report <input type="checkbox"/> CT: Hold Harmless for Smoke and Carbon Monoxide Detectors <input type="checkbox"/> GA: The DeKalb County <ul style="list-style-type: none"> <input type="checkbox"/> Disclosure to Buyers of Property in Unincorporated DeKalb County with Structures Constructed Prior to 1993 <input type="checkbox"/> Certificate of Compliance with the Inefficient Plumbing Fixtures Replace Plan Ordinance (Section 25-34 through Section 26-60) 	<ul style="list-style-type: none"> <input type="checkbox"/> MN: Disclosure Statement: Seller's Disclosure Alternatives Form <input type="checkbox"/> NV: Seller's Real Property Disclosure Form (if applicable) <input type="checkbox"/> NY Rider <input type="checkbox"/> PA Rider <input type="checkbox"/> RI: Lead-Based Disclosure for all properties <input type="checkbox"/> WA: Seller Disclosure Statement – Improved Property <input type="checkbox"/> WI: Waiver of Real Estate Condition Report
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- Agreement of Purchaser** for Freddie Mac First Look program if applicable. **Note:** There are two different agreements: one for Owner Occupant buyer(s) and one for non-profit, Neighborhood Stabilization Program (NSP) or Government Agency buyer(s).
- HomeSteps Addendum for Manufactured Home** – Required for manufactured homes under \$75K where we are requiring a Hold Harmless addendum.
- Sales Promotion Form and/or Bonus Coupon(s)** (if applicable) for buyer(s) and/or broker(s)

Reminder: The closing agent will utilize the HSC contract package review process in HomeSteps Connect to notify you of any documents missing or requiring correction.