

Selling Agent Checklist

Please review and discuss with your Buyer prior to submitting an offer

Please provide the following with your purchase offer:

- Correct Contract type as per property listed using updated Contract Forms
- Third Party Financing Addendum – if applicable
- Lender/Financial Institution conditional letter of approval (if applicable)
- Proof of Funds for cash offers (if applicable)
- Copy of the earnest money check/bank draft. Earnest Money needs to be 1% of offer.
- Copy of option fee (if applicable), Seller prefers \$25.00 per day
- **Seller's Disclosure Notice with Buyer initials and signature
- **HOA addendum (if applicable) with Buyer signature/initials
- **Water District Notice (if applicable) with Buyer signature/initials
- ** On Site Sewer (if applicable) with Buyer signature/initials
- ** Residential Service Disclosure

Items marked with ** are attached to the listing as attached documents. Selling agents must use all disclosures posted with this listing. Check documents/attachments prior to writing offer.

Additional items:

1. Seller prefers Escrow & Title with Stewart Title – 25250 Northwest Freeway, Ste. 100, Cypress, 77429 (attn. Carla Hebert 281-304-0487). EARNEST MONEY to be deposited within 48 hours following mutual agreement. Sellers agent to confirm on delivery of option check with Listing Agent.

Please email all offers, disclosures, attachments and addendum to offers@wendyclineproperties.com. If you have questions you may call Nicole at 281-352-8434 or Wendy at 281-460-9360