



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.
- Commission Disbursement Form – 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. The purchaser's check or a copy must be included with all contract packages.
- 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.
- HomeSteps Addendum #1 to Contract of Sale – Must be downloaded from HSC and Purchaser must sign and/or initial all pages.
- 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
- Date Contract Package sent to Closing Agent _____