

- Preliminary HUD1 from Title Company.**
 - Date HUD1 received: Date**
 - Settlement Stmt showing 5%**
 - 2nd Lien payoff statement (2nd lien payoff cannot exceed 10% of the unpaid balance)**
- AND STATEMENT OF THE TOTAL BALANCE DUE.**
 - Legal Fees
 - Concessions
 - HOA – NEED HOA STATEMENT OF DUES OWED IF POSSIBLE
- Any offer(s) received & addendum(s) & proof of Earnest Money**
 - Price highlighted
 - Offer has not expired; Expiration date
 - Signed by both buyer and seller
 - Offer is at least 60% of the current BPO list value**
- Pre Qualified lender Letter or Proof of Funds if cash offer.**
 - Loan Type _____(FHA, VA, Conventional)
 - Proof of Funds
 - Cash
- Affidavit of Arm's Length Transaction (fully executed with notary)
- Current listing agreement**
 - Signatures of both Seller and Realtor
 - Expiration date confirmed. Date _____
 - Amend/ extend if necessary
- Seller Disclosure of Property Condition (fully executed by buyer & seller)**
- MLS Listing History and Current MLS printout.**