

Contract Package Checklist

Please use this form to double-check your contract package before submitting to your Regional Office.

<input type="checkbox"/> HUD form 9548 (Original 1/99 Sales Contract Form). If an electronic sales contract form is utilized, include the Electronic Filing of HUD 9548 Contract Addendum.	<input type="checkbox"/> Correct earnest money amount (\$500 for sales at \$50,000 or less, \$1,000 for sales at \$50,001 or more on line 3). Vacant lots are 50% of list price.
<input type="checkbox"/> Owner Occupant-Addendum (Not applicable for investors)	<input type="checkbox"/> Initials on Line 12 by purchasers are required
<input type="checkbox"/> Lender Pre-Qualification Letter (If sale is cash, circle .cash. in paragraph 4 of the sales contract, and include evidence of cash available)	<input type="checkbox"/> Net calculations are correct
<input type="checkbox"/> Selling Broker Commission Addendum	<input type="checkbox"/> Line 9, time required to close is 45 days (60 days on 203 (k) sales)
<input type="checkbox"/> Purchaser's Rights and Responsibilities Addendum	<input type="checkbox"/> HUD-92564-CN "For Your Protection Get a Home Inspection"
<input type="checkbox"/> Lead Based Paint Addendum (Only if home was built before 1978)	<input type="checkbox"/> Any forms required by a Local or State real estate commission/board
<input type="checkbox"/> Forfeiture of Earnest Money Deposit Policy Addendum	<input type="checkbox"/> Radon Gas and Mold Notice and Release Agreement HUD-9548-E
<input type="checkbox"/> Closing Date Extension Policy Addendum	<input type="checkbox"/> Flood Hazard Determination Addendum
<input type="checkbox"/> Copy of earnest money certified or cashier's check	<input type="checkbox"/> Other

IMPORTANT NOTICE: Please submit all documents together in one package. Mark the package "Contract Package" and address it to the attention of Marketing. Contracts must be ORIGINALS sent preferably by an overnight service (FedEx, Airborne, Lone Star, etc.) to provide confirmation of the 48 hour deadline requirement. Please note the Case Number and Address on all documents. **Contracts not received within 48 hours are subject to bid acknowledgement cancellation.**

Disclaimer: Receipt or posting of the notice that a buyer's bid has been "accepted" does NOT mean, explicitly or implicitly, that First Preston or HUD has entered into a binding real estate contract to sell the subject property to a buyer. Receipt of such notice simply acknowledges that a buyer's bid appears to yield the highest net return to HUD of offers submitted, based on information provided at the time the bid is electronically submitted for the advertised property. **A binding contract is still subject to timely receipt of a properly completed and signed HUD Form 9548 and satisfaction of all other necessary HUD preconditions and requirements to a contract for purchase of Real Estate.** Contracts are not considered binding until execution and delivery of the contract to the purchaser or the purchaser's or the purchaser's agent by First Preston and/or its authorized affiliates. If required or requested documents are not received in proper form within the time frame provided (2 business days from request), we reserve the right to deem the offer "non-responsive" and re-list the property for bidding.