

PLEASE READ THIS SO YOU ONLY HAVE TO DO THIS PACKET ONCE!!

This packets is also available for filling out and signing electronically via DocuSign for \$50.

If this is of interest to you, simply pay for it in your account or click on shopping cart box. Then provide us the below info via email to dkentcsr@gmail.com and we will set up the form to be sent to all parties via docuSign.



*Once 1st Owner Signs - Form will then go to the Next Owner's Email for their signature.
Once all Parties have signed, we will all receive a copy of fully signed, filled out document.*

IMPORTANT INSTRUCTIONS: please read all the below

- **Provide us with the Full Legal Names of all Sellers.**
- **Provide us with the Full Legal Names of all Buyers.**
- **Be sure to note who is a Seller and who is a Buyer.**
- **Provide email for each Seller and each Buyer so we can set up the electronic signing.**
- **A copy of this completed packet will be sent via email, once all parties have completed it.**
- **We are open MONDAY – FRIDAY (9-5 pm).**



Assistance Option!

SERVING VIRGINIA, MARYLAND AND DC
WE TAKE THE FEAR OUT OF SELLING YOUR OWN HOME
WE WILL BEAT ANY COMPETITOR!
Call 540/582-5777, 703-551-4757, 757-301-1764

For Sale By Owner (FSBO) has an assistance option program to assist you in All Areas of the Real Estate Process.

First:

You Do What You Do Best...

1. **Prepare Your Home for Market.**
(Make it as attractive as possible.)
2. **Advertise it! Show it! And Secure a Buyer.**
(If you can show it - You can sell it!)
3. **Support throughout the process for any questions or concerns you may have.**
4. **Then let us know when you have a Buyer to have the contract process started. We will assist with the rest. You Have To Pack.**

Consists of All Areas of the Real Estate Process Including Support, Guidance & Assistance, Paperwork to Closing (For 1 Flat Fee)
The Realtors charge 3% for this.... we charge \$475.00 (\$675 non-clients)

Then:

Our Closing Department Will Do What We Do Best...

1. **Coordinate completion of appropriate paperwork.**
(As agreed upon by you and your buyer.)
2. **Assist in meeting requirements of Purchase Agreement, as in inspections, reports & other items.**
3. **Facilitate communication between buyer and seller to help prevent disputes from arising.**
4. **Assist in meeting the requirements of the closing agent in connection with the closing on behalf of Seller & Buyer.**
5. **See that the details are handled so you don't have to and to bring your sale to closing.**



Complete this Packet. Once we receive the packet:

We will prepare the paperwork. We will then e-mail a pdf of the offer to both Buyer and Seller to proof. Once both parties approve it, we will set it up for electronic signatures (we only set up electronic signatures once so be sure we have all changes). Then the For Sale By Owner Services Closing Department will work with Seller, Buyer, the Settlement Company and Lender. We will work with you to assist with meeting the terms of the contract to get Seller and Buyer to closing.

ASSISTANCE OPTION AGREEMENT

THE PARTIES HERETO ACKNOWLEDGE THAT FSBO SERVICES CANNOT REQUIRE ANY PARTY TO UTILIZE, AND CANNOT RECOMMEND TO ANY PARTY, THE SERVICES OF ANY ONE SPECIFIC COMPANY IN CONNECTION WITH THE PURCHASE, SALE AND/OR SETTLEMENT OF A DWELLING. THE UNDERSIGNED ARE AWARE OF OTHER COMPANIES OR PERSONS AVAILABLE TO PROVIDE CLOSING, SALE AND/OR SETTLEMENT SERVICES AND HEREBY AGREE THAT THE SPECIFIC COMPANY(S) OR PERSON(S) SET FORTH HEREIN HAVE BEEN SELECTED BY THE UNDERSIGNED, AS AN EXPRESSION OF THEIR DESIRE AND FREE CONSENT, HAVING MADE SUCH A SELECTION BASED ON NUMEROUS FACTORS, AFTER BEING INFORMED OF THIS DISCLOSURE IN WRITING TO EACH OF THEM AND AFTER HAVING FULL KNOWLEDGE OF THE NAMES AND LOCATIONS OF POSSIBLE ALTERNATE CHOICES OF COMPANIES AND/OR PERSONS PROVIDING SIMILAR SERVICES AND THE ESTIMATED FEES AND COSTS THAT THEY WOULD CHARGE.

Seller(s) Sign Here: _____ **Date:** _____

(Spouse:) _____ **Date:** _____

Buyer(s) Sign Here: _____ **Date:** _____

(Spouse:) _____ **Date:** _____

Sellers and Buyers have Selected the Below Title Company:

_____ **All American Title (Northern VA - Fredericksburg)**

_____ **@bYUf'HjhY (Virginia Beach, Chesapeake, Norfolk)**

All Other Areas (You select): _____

Phone Number: _____ **FAX:** _____

Contact: _____

E-mail: _____

Address: _____

FSBO ASSISTANCE OPTION CLOSING INSTRUCTIONS

Seller Property Information

Seller Property Address for Sale:

City/State/Zip: _____

County: _____

If Condo - Unit #: _____ Prk. Space #: _____

Subdivision/Condo: _____

Sales Price: \$ _____

Year Built: _____ Year Purchased: _____

Owner title ins. Policy? ___ Yes ___ No

Select What Applies:

Water Supply: ___ Public ___ Well ___ Both

Sewage Supply: ___ Public ___ Septic ___ # BR

Hot Water: ___ Oil ___ Gas ___ Electric ___ Other

A/C: ___ Oil ___ Gas ___ Electric ___ Heat Pump ___ Zoned

Heat: ___ Oil ___ Gas ___ Electric ___ Heat Pump

___ Other ___ Zoned

Tentative Closing Date: ___/___/___

Earnest Money Deposit: \$ _____
Seller and Buyer Determine Closing Date and EMD Together

Is Home Warranty Being Offered? ___ Y ___ N

If Yes to the Home Warranty, have you already signed up or do you need us to sign you up?

___ Already Have ___ Need to sign up ___ Don't Want

If Already Have Signed Up, What is Home Warranty:

Company Name: _____

Phone: _____

Email: _____

Contact: _____

Seller Contact Information

Seller 1 Full Legal Name: _____

Seller 1 E-Mail: _____

Seller 1 Office Phone _____

Seller 1 Cell Phone: _____

Home Phone: _____

Marital Status: _____

Seller 2 Full Legal Name: _____

Seller 2 E-Mail: _____

Seller 2 Office Phone _____

Seller 2 Cell Phone: _____

Seller Current Address: _____

Seller Forwarding Address (If Known):

Seller's Home Owner's Association (HOA/POA/Condo):

Name: _____

Phone: _____

Email: _____

Contact: _____

Other:

Company: _____

Contact: _____

Phone: _____ Cell: _____

E-Mail: _____

FSBO Settlements

Buyer Contact Information

Buyer 1 Full Legal Name: _____

Buyer 1 E-Mail: _____

Buyer 1 Office Phone _____

Buyer 1 Cell Phone: _____

Home Phone: _____

Marital Status: _____

Buyer 2 Full Legal Name: _____

Buyer 2 E-Mail: _____

Buyer 2 Office Phone _____

Buyer 2 Cell Phone: _____

Buyer's Current Address:

Inspections Buyer Wants To Be Ordered

Home Inspection? ___ Yes ___ No

Radon Test? ___ Yes ___ No

Lead-Based Paint Test? ___ Yes ___ No

Mold Test? ___ Yes ___ No

Termite? ___ Yes ___ No

Survey Required? Determined by Attorney

Purchaser Hazard Insurance (If known):

Company: _____

Phone: _____

Email: _____

Account Number: _____

Buyer Lender Information

Loan Amount: _____ Interest Rate _____%

% Buyer Putting Down _____

% Buyer is Financing: _____

Loan Type:

___ Conv

___ FHA

___ VA

___ VHDA

___ OTHER

Buyer 1st Trust:

Lender: _____

Address: _____

City, State, Zip: _____

Loan Officer: _____

Phone: _____ Email: _____

Processor: _____

Phone: _____ Email: _____

2nd Trust - If there is one:

Lender: _____

Address: _____

City, State, Zip: _____

Loan Officer: _____

Phone: _____ Email: _____

Processor: _____

Phone: _____ Email: _____

WHAT CONVEYS?

<u>Conveys</u> <u>Yes # Item</u>	<u>Conveys</u> <u>Yes # Item</u>	<u>Conveys</u> <u>Yes # Item</u>	<u>Conveys</u> <u>Yes # Item</u>
<input type="checkbox"/> Stove or Rang	<input type="checkbox"/> Disposer	<input type="checkbox"/> Wndw Trtmnts	<input type="checkbox"/> Exhaust Fan(s)
<input type="checkbox"/> Cooktop	<input type="checkbox"/> Freezer	<input type="checkbox"/> Wndw Hrdware	<input type="checkbox"/> Alarm System
<input type="checkbox"/> Wall Oven(s)	<input type="checkbox"/> Window Fan(s)	<input type="checkbox"/> Ceiling Fan(s)	<input type="checkbox"/> Intercom
<input type="checkbox"/> Refrigerator(s)	<input type="checkbox"/> Wndw A/C Units	<input type="checkbox"/> Washer	<input type="checkbox"/> Storage Shed(s)
<input type="checkbox"/> w/ ice maker	<input type="checkbox"/> Pool & Equip	<input type="checkbox"/> Dryer	<input type="checkbox"/> Garage Opnr(s)
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Pool Cover	<input type="checkbox"/> Frnce Humidifr	<input type="checkbox"/> w/ remote(s)
<input type="checkbox"/> Blt-in Micro	<input type="checkbox"/> Hot Tub & Equip	<input type="checkbox"/> Elctrnc Air Fltr	<input type="checkbox"/> Plygrnd Eqmnt
<input type="checkbox"/> Trsh Cmpctor	<input type="checkbox"/> Hot Tub Cover	<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Wood Stove
<input type="checkbox"/> _____	<input type="checkbox"/> Shades & Blinds	<input type="checkbox"/> Water Softener	<input type="checkbox"/> Fireplace Scrn

Did you know for a small fee - you can close via email/wire/mail?

Only available in some areas.

ANY CONTINGENCIES? (Example: Sale of Home, Etc.) - *If you want it in the contract - it must be filled in here.*

Note: This information is provided to assist in preparation of the Binding Sales Contract. This form is NOT a Binding Contract to purchase the home; however it is a binding contract for hiring our services. A \$500 Penalty is charged in addition to the (\$475 Advertiser or \$675 Non-Advertiser Assistance Option Fee) if either Party negates y k agreement. The fee will be immediately due and payable by the breaching party. We also understand cpf are in agreement that if our contract to purchase the above property is canceled for any reason, both Ugmtu and Buyers will be responsible for any and all expenses incurred in processing our transaction *gzco r g<title search, survey, termite inspection, etc.).

By signing below, We, the Seller(s) and Buyer(s) understand and are in agreement with all the provisions of this Assistance Option Agreement. By signing below we authorize any lender of ours to accept this executed letter by e-mail, fax or copy thereof, to send pay-off or financial information to the settlement company so requesting.

X _____
Seller signature

X _____
Buyer signature

X _____
Seller signature

X _____
Buyer signature

FSBO Settlements

Seller Payoff Information

1st Trust:

2nd Trust

Lender Name: _____

Lender Name: _____

Lender Phone: _____

Lender Phone: _____

Lender Email: _____

Lender Email: _____

Loan / Account Number: _____

Loan / Account Number: _____

Type of Loan: _____

Type of Loan: _____

Selling (Buyer Agent (If Applies))

Listing (Seller) Agent (If Applies)

Company: _____

Company: _____

Agent: _____

Agent: _____

Phone: _____ Cell: _____

Phone: _____ Cell: _____

Commission: _____ Fee: _____

Commission: _____ Fee: _____

E-Mail: _____

E-Mail: _____

**For Sale By Owner - Crevier-Kent, Inc.
Debbie Kent - Licensed with Cottage Street Realty**

Affiliated Business Relationship Disclosure

The undersigned hereby acknowledges that they have been informed that For Sale By Owner - Crevier-Kent, Inc. or some of its principals or members may have a financial interest in the following company:

All American Title / FSBO Title

As a result of said financial interest, For Sale By Owner - Crevier-Kent, Inc. or some of its principals may receive compensation or some benefit.

The undersigned have read this disclosure and have executed same of their own free will.

Purchaser

Seller

Signature Date

Signature Date

Printed Name

Printed Name

Signature Date

Signature Date

Printed Name

Printed Name