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

For Simplicity, this packet is also available for filling out & signing electronically via Docusign

The info in this packet must be 100% accurate. Please Do NOT Rush Through This. All that you want in the contract MUST be on this packet. Seller and Buyer need to discuss the below terms of the offer **BEFORE** doing this packet

- 1. Price and Closing Date
- 2. What conveys with the Property?
- 3. How much EMD (Earnest Money Deposit) will Seller's require?
- 4. Who is paying for the termite inspection?
- 5. Any other contingencies?

Sellers:

- 1. Are you offering a Home Warranty? If so, which one or sign up for the one we offer.
- 2. Your forwarding address if you know it.
- 3. Your Home Owner's Association contact info.
- 4. We need your payoff information for all loans on your home (lender contact, address, phone, email).

Buyers:

- 1. Do you want an Survey, Home/Radon/or Mold Inspection, Septic Inspection (if applicable).
- 2. Do you have a house to sell?
- 3. You will need to provide us your lender contact info (address, phone, email)
- 4. What type of loan you are getting, interest rate, loan amount, % financing vs putting down.
- 5. We need a copy of your pre-qualification letter from your lender to be emailed to dkentcsr@gmail.com
- Only use Full Legal Names of all Sellers and Buyers that are going on Deed.
- If doing this document electronically, 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).

Once we received the completely filled out attached packet, we can then set up the contract.

- 1. We will first send a Proof of the contract as a pdf.
- 2. Sellers and Buyers *MUST review it* and send me any changes all in one email (Proof carefully).
- 3. Then we set up the Offer in an Electronic Signing Program (1 time) after all parties have proofed offer.
- 4. After that, there is *an additional small fee* to add or make changes to the contract and for us to send to all parties to electronically sign again.

When we sent the offer to you electronically - you will get an email from Docusign.

Once 1st Seller Signs - Form will then go to the Next Seller's Email for their signature.

Please Note: (Neither Sellers nor Buyers will get the email at the same time - it sends to one person at a time). After Sellers have signed, it will then go to each Buyer to sign.

Once all Parties have signed, we will ALL receive a copy of fully signed ratified contract.

FSBO ADVERTISER ASSISTANCE OPTION AGREEMENT DISCLOSURE of INDEPENDENT CONTRACTOR STATUS

THE BELOW SIGNED Seller and Buyer hereby acknowledge disclosure that For Sale By Owner Services Closing Department will serve in the capacity of INDEPENDENT CONTRACTOR - NOT AS AGENT - in connection with any Purchase Agreement between Seller and Buyer for purchase by Buyer from Seller of real property commonly known as:

Seller or _____Buyer or _____Seller & Buyer ______(Already Paid) hereby agree to pay a fee in the amount of _____**\$595.00 (Current Client) or _____\$950 Non-Advertiser (New Client) Assistance Option Fee** to For Sale By Owner Services as payment in full for SERVICES RENDERED as set forth herein below in connection with the above cited Purchase Agreement.

SERVICES to be RENDERED

The Sales Price and other Terms, Conditions and Considerations having been earlier agreed upon by and between Seller and Buyer, said SERVICES RENDERED by Contractor shall consist of some or all, as determined by Contractor of the following services:

1. Unlimited support to the Seller throughout the advertising period as questions arise.

2. Coordinate in the construction and writing of the herein described Purchase Agreement and other documents necessary to bring about the consummation of the above described sale.

3. Set up of Contract in Electronic Signing Program (1 time) after all parties have proofed offer & given okay.

4. To assist Seller and Buyer in meeting the requirements of the Purchase Agreement as to inspections, reports, and other such items as may be made a part of the Purchase Agreement.

5. To Facilitate communication between buyer and seller to help prevent disputes from arising.

6. To assist in expediting the loan process in order to obtain loan, or loan assumption, approval (if same be required as set forth in the Purchase Agreement).

7. To assist in meeting the requirements of the closing agent in connection with the closing on behalf of Seller and Buyer. It is understood that For Sale By Owner Services does not attend the actual closing.

8. If Either Party negates this agreement, a \$500 Penalty, in addition to the already paid Assistance Option fee, will be immediately due and payable by the breaching party.

Unless extended in writing through mutual agreement by the parties hereto, this AGREEMENT shall terminate as of 12:01 am one year from the below date.

Seller	Date	Buyer	Date
Seller	Date	Buyer	Date
For Sale By Owner Services	Date		

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 Ti	itle Company:
All American Title (Northern VA - Frederic	cksburg)
@bYUf`H]hY (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 Contact Information
Seller Property Address for Sale:	Seller 1 Full Legal Name:
	Seller 1 E-Mail:
City/State/Zip:	Seller 1 Office Phone
County:	Seller 1 Cell Phone:
If Condo - Unit #: Prk. Space #:	Home Phone:
Subdivision/Condo:	Marital Status:
Sales Price: \$	Seller 2 Full Legal Name:
Year Built: Year Purchased:	Seller 2 E-Mail:
Owner title ins. Policy?YesNo	Seller 2 Office Phone
Select What Applies:	Seller 2 Cell Phone:
Water Supply:PublicWellBoth	Seller Current Address:
Sewage Supply:PublicSeptic # BR	
Hot Water:OilGasElectricOther	Property Legal Description:
A/C:OilGasElectricHeat PumpZoned	
Heat:OilGasElectricHeat Pump	Seller Forwarding Address (If Known):
OtherZoned	
Tentative Closing Date://	
Earnest Money Deposit: \$	
Seller and Buyer Determine Closing Date and EMD Together	Seller's Home Owner's Association (HOA/POA/Condo):
Is Home Warranty Being Offered?YN	Name:
If Yes to the Home Warranty, have you already	Phone:
signed up or do you need us to sign you up?	Email:
Already HaveNeed to sign upDon't Want	Contact:
If Already Have Signed Up, What is Home Warranty:	Other:
Company Name:	
Phone:	Company:
Email:	Contact:
Contact:	Phone: Cell:
FSBO Settlements	E-Mail:

Buyer Contact Information	Buyer Lender Information		
Buyer 1 Full Legal Name:	Loan Amount:	Interest Rate	%
	- % Buyer Putting Down		
Buyer 1 E-Mail:	% Buyer is Financing:		
Buyer 1 Office Phone	Loan Type:	Loan Term:	
Buyer 1 Cell Phone:	Conv		
Home Phone:	FHA		
	VA		
Marital Status:	VHDA		
	OTHER		
Buyer 2 Full Legal Name:			
Buyer 2 E-Mail:	<u>Buyer 1St Trust:</u>		
Buyer 2 Office Phone	Lender:		
Buyer 2 Cell Phone:	Address:		
	City, State, Zip:		
	Loan Officer:		
Buyer's Current Address:	Phone:	Email:	
	Processor:		
	Phone:	Email:	
Inspections Buyer WantsTo Be Ordered			
Home Inspection?YesNo	2 nd Trust - If there is one:		
Radon Test? Yes No	Lender:		
Lead-Based Paint Test? <u>Yes</u> No Mold Test? Yes No	City, State, Zip:		
Termite? Yes No	Loan Officer:		
Survey Required? Determined by Attorney	Phone:		
Purchaser Hazard Insurance (If known):	Processor:		
Company:	Phone:		
Phone:			
Email:			
Account Number:			

WHAT CONVEYS?

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

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

Only available in some areas.

ANY CONTINGENCIES? (Example: S	Sale of Home, Etc.) - <i>If you want it in the contract - it must be filled in here.</i>
Binding Contract to purchase a home; he Penalty is charged in addition to the alre negates y ku'agreement. The fee will be understand & 'are in agreement that if ou both Ugngtu''& Buyers will be responsib *gzco r ng <title in<br="" search,="" survey,="" termite="">By signing below, We, the Seller(s) & I
Assistance Option Agreement. By signing</td><td> ssist in preparation of Binding Sales Contract. This form is NOT a owever it is a binding contract for hiring our services. A \$500 eady collected Advertiser Assistance Option Fee, if either Party immediately due & payable by the breaching party. We also ar contract to purchase the above property is canceled for any reason, le for any & all expenses incurred in processing our transaction aspection, etc.). <i>§75 Fee Charged for redoing docusign after setup.</i> Buyer(s) understand & are in agreement with all the provisions of this ing below we authorize any lender of ours to accept this executed of, to send pay-off or financial information to the settlement company </td></tr><tr><td>X</td><td> X</td></tr><tr><td>Seller signature</td><td>Buyer signature</td></tr><tr><td>X</td><td> X</td></tr><tr><td>Seller signature</td><td>Buyer signature</td></tr></tbody></table></title>	

FSBO Settlements

Seller Payoff Information

1 st 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	