

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.

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: _____

Property Legal Description:

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: _____ Loan Term: _____

___ 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 Binding Sales Contract. This form is NOT a Binding Contract to purchase a home; however it is a binding contract for hiring our services. A \$500 Penalty is charged in addition to the already collected Advertiser Assistance Option Fee, if either Party negates vj kll agreement. The fee will be immediately due & payable by the breaching party. We also understand & "are in agreement that if our contract to purchase the above property is canceled for any reason, both Ugrntu"& Buyers will be responsible for any & all expenses incurred in processing our transaction *gzco r ng<title search, survey, termite inspection, etc.). **\$75 Fee Charged for redoing docsign after setup.**

By signing below, We, the Seller(s) & Buyer(s) understand & 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 Agreement 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: _____

