



CONTRACT PACKET INSTRUCTIONS

Thank you for working with us on this transaction.... **Please Read Carefully**

To ensure we get contracts back to you quickly, please use the checklist below to make sure we get all the forms necessary within **48 hrs** of verbal acceptance from the client (seller) or the deal may be cancelled. **All items must be completed and sent or delivered as one packet in order to be submitted to the seller.** Incomplete packets will be returned to you and the property will continue to be shown and offers reviewed. Please sign below showing that everyone understands these procedures.

Emailed or faxed copies are not acceptable.

*****Properties will continue to be shown and marketed and all other offers considered until all paperwork is received.**

- **Contract Cover Form**
- **Full PAR Agreement of Sale- no crossouts or changes, clean contracts required, single sided only**
- **Purchase Addendum- No Changes can be made on these. Notify listing agent with any changes that need to be made as these will have to be approved by seller and new addenda issued. This Addendum will supersede the Agreement of Sale. Please add the verbiage as stated in the email to the PAR AOS.**
- **Earnest Check—Certified or Cashiers ONLY, Provide a copy with packet Payable to Title company being used or your own office,**
- **Proof of funds for cash offers (within 30 days) or Prequal for financed offers.**
- **Copy Of Corporate Documents if buyer is an LLC or Corporation**

Please make sure all of the above items are sent to us in one packet. We do not have access to the copies from the offer in homepath. The above originals along with the certified check should be overnighted to us or physically delivered to our office. **We do not accept faxed or emailed copies of the contract package.**

**EXP Realty
ATTN KAREN
168 W Ridge Pike #131
Limerick, PA 19468**

*****Make sure the property address is on the check. *****

In Most cases, Property is being sold **as-is**. If deal is contingent on inspections or appraisal and utilities need to be turned on for this, they will be turned on by seller if possible. **No repairs will be done in order to get them on.** Please be sure that the mortgage company is aware that utilities may or may not be on to ensure you have the correct loan in place. **HOA documents and resale certs as well as any required U&O inspections are buyer's responsibility to order and pay for.**

Following the directions on this addendum will help ensure all parties a smooth transaction! Property is not considered under contract until **all** documents are received.

If settlement is a "dry" or witness closing, Keep in mind that ownership of the property does not revert to buyer until funds are disbursed. Buyer should **not** take possession of property or make any changes to property until all funds are disbursed.

Buyer Signature _____ **Buyer 2 signature** _____

Buyers Agent signature X _____

**Thanks!!
Karen Chiodo
610-579-9514 ext 102 direct**