Preparing the Contract Paperwork for An Offer

HBA Name:						
		Yes				
Offer Summary						
Offer Summary	Emailed to Negotiation					
Add Initials to	Bottom of Each Page	Yes		Preparing the Riders		
All Se	ller Initials Added to bottom right of Page 1				Yes	N/A
	ller Initials Added to bottom right of Page 2			Appraisal Rider (Left Side - Line 91 of Sales Contract Checked)		
	ller Initials Added to bottom right of Page 3				-	
All Seller Initials Added to bottom right of Page 4				33 & 37 All Sellers Printed Names added		
All Se	ller Initials Added to bottom right of Page 5					
All Se	ller Initials Added to bottom right of Page 6				Yes	N/A
All Se	ller Initials Added to bottom right of Page 7			Possession by Buyer Prior to Closing Rider		
All Se	ller Initials Added to bottom right of Page 8			(Right Side - Line 91 of Sales Contract Checked)	· ·	
				All Sellers Signatures added (botom right)		
Preparing Pag	e 9					
	5 1 5 11 1 1 1 1 1 1 1 1			The second secon	Yes	N/A
423	Brokerage Firm Name Assisting Seller Added			Back-Up Contract (Left Side - Line 92 of Sales Contract Checked)		
425	Broker's Firm State License ID# Added			All Sellers Signatures added (botom right)		
426	Agent (Signature) Added					
427	Licensee State License ID# Added				Yes	N/A
428	Date Added			Possession by Seller After Closing Rider		
428	MLS ID Added			(Right Side - Line 92 of Sales Contract Checked)	-	
420	WES ID Added					
			-	All Sellers Signatures added (botom right)		
		Yes	No			
Is Seller A	ccepting the Offer? (if no, go to Rejecting)				Yes	N/A
435	All Seller Signatures Added			Contingency for Sale & Closing of Buyer's Property		
437	All Seller Signatures Added			(Left Side - Line 93 of Sales Contract Checked)	-	-
		-		All Sellers Signatures added (botom right)		
		Van	NIa	All Sellers Signatures added (bottom right)		
		Yes	No			
	Rejecting and Making a Counteroffer				Yes	N/A
439	All Seller Initials Added			Rental Property Rider (Right Side - Line 93 of Sales Contract Checked)		
				All Sellers Signatures added (botom right)		
		Yes	No			
If Seller is i	iust Rejecting				Yes	NI/A
440	All Seller Initials Added			Continuous for Clasics of Burnets Bounds	ATTENDO	N/A
440	All Seller Iritials Added			Contingency for Closing of Buyer's Property		
				(Left Side - Line 94 of Sales Contract Checked)		
				All Sellers Signatures added (botom right)		
Preparing the Counter Offer		Yes		All Sellers Printed Names added		
Count	er offer number added to Title					
Initiate	ed by Seller Checked				Yes	N/A
	Contract Dated added			Residential Lease (Right Side - Line 94 of Sales Contract Checked)	attention.	and the same of
Sale Contract Number added						
				All Sellers Signatures added (botom right)		
	rty Address added					
Contra	act to be Changed as follows:	Yes	N/A		Yes	N/A
	Section 1 - Paragraph Number added			Condo, Villas or Similar Lifestyle Communities		
	Section 1 - Line # Added			(Left Side - Line 95 of Sales Contract Checked)	-	-
	Section 1 - Rider # Added			All Sellers Signatures added (botom right)		
				All collets digitatures added (botom right)		
	Section 1 - Changed as Follows text added					
	Section 2 - Paragraph Number added				Yes	N/A
	Section 2 - Line # Added			Review of Indentures/Restrictive Covenants		
	Section 2 - Rider # Added			(Right Side - Line 95 of Sales Contract Checked)		
	Section 2 - Changed as Follows text added			All Sellers Signatures added (botom right)		
	Section 3 - Paragraph Number added			,	· ·	
	Section 3 - Line # Added				Van	NIZA
			40000	5111 5 11 4 5011 11 51 151	Yes	N/A
	Section 3 - Rider # Added			FHA Loan Provision (Left Side - Line 96 of Sales Contract Checked)		
	Section 3 - Changed as Follows text added			Listing Broker Signature added (row 10)		
	Section 4 - Paragraph Number added			All Sellers Signatures added (botom right)		
	Section 4 - Line # Added			All Sellers Printed Names added		
	Section 4 - Rider # Added				-	
	Section 4 - Changed as Follows text added				Ver	A1/A
			-		Yes	N/A
	Section 5 - Paragraph Number added			VA Loan Provision (Right Side - Line 96 of Sales Contract Checked)		
	Section 5 - Line # Added			All Sellers Signatures added (botom right)		
	Section 5 - Rider # Added			All Sellers Printed Names added		
	Section 5 - Changed as Follows text added					
	Section 6 - Paragraph Number added			•	Yac	NI/A
	Section 6 - Line # Added			Other // off Side - Line 07 of Salas Contract Charles	Yes	N/A
		-		Other (Left Side - Line 97 of Sales Contract Checked)		
	Section 6 - Rider # Added			All Sellers Signatures added		
	Section 6 - Changed as Follows text added			All Sellers Printed Names added		
Expirat	tion Time and Date added					
All Sel	lers Signatures added				Yes	N/A
	lers Printed Names added			Other (Right Side - Line 97 of Sales Contract Checked)		
	eroffer Pages added at very bottom					
Counte	s.ss. ages added at very bottom			All Sellers Signatures added		Comment
				All Sellers Printed Names added		