



Broker's Contract Package Submission Checklist

The listing broker must complete this checklist and include it in the Contract Package that is uploaded in the HomeSteps Connect (HSC) Document View/Upload tab **within 72 hours** of offer acceptance for seller's review and execution.

Asset Number: _____ Date complete Contract Package sent to closing agent: _____

Indicate the year this home was built: _____ Is this a Resale Restricted Property? () Yes () No

Property Address: _____

Buyer(s) Name: _____

Buyer(s) Current Address: _____

Review the documents in the Contract Package before sending it to the closing agent to ensure the following:

- ☐ Property address matches the address shown in HSC.
- ☐ All documents or addenda are legible, properly executed and/or initialed by all buyer(s) and brokers.
- ☐ The terms of the State Contract, HomeSteps addenda and Commission Disbursement Authorization form match the HSC Approved Offer screen, including the buyer's name.
- ☐ Scheduled Closing Date matches the HSC Approved Offer and falls within the following guidelines from Offer Acceptance:
 - ☐ Cash (Includes Line of Credit): 30 days
 - ☐ Conventional: 49 days
 - ☐ FHA/VA: 54 Days
 - ☐ FHA 203K: 71 days
 - ☐ USDA: 61 days
 - ☐ Other (Hard Money Loan or Private Funds): 41 days
 - ☐ Co-op (NY only): 96 days

The Contract Package must include the following as applicable:

- ☐ **Earnest Money deposit** must be in certified funds, from the buyer shown in the HSC Approved Offer screen in the form of a cashier's check or wire transfer drawn on a United States regulated financial institution authorized to engage in banking activities within the United States. **Cash, money orders, crypto currency, personal checks and/or foreign currency are not acceptable.** Please select a box below on how the earnest money deposit will be handled:
 - ☐ The listing broker will hold the earnest money deposit, copy attached.
 - ☐ The closing agent/buyer's title company will hold the earnest money deposit and the earnest money will be hand delivered or sent via overnight mail, copy attached.
 - ☐ The earnest money deposit will be wired to the closing agent/buyer's title company.
- ☐ **HomeSteps Commission Disbursement Authorization (CDA) Form** – The license number for the listing broker must be added.
- ☐ **State Promulgated Contract of Sale** – Must include the legal name of all buyer(s) and must match the buyer(s) names shown in the HSC Approved Offer.
- ☐ **HomeSteps Addendum #1 to Contract of Sale** – Must be downloaded from HSC and information filled in for the loan amount in paragraph 14 (if applicable) and the closing agent in paragraph 17. Buyer must also initial the bottom of each page and in sections 1 and 9.
- ☐ **HomeSteps Addendum to Contract – Lead-Based Paint Disclosure (required on properties built prior to 1978)** – If the HomeSteps Addendum to Contract – Lead-Based Paint Disclosure is required, it must also be listed on the HomeSteps Property Condition Addendum and Release (PCAR) under the Inspection/Disclosure section and initialed by the buyer(s).



- ☐ **HomeSteps Property Condition Addendum and Release (PCAR)** – Listing broker must confirm all inspections completed to date are listed on the PCAR and must sign and date page 4. Buyer(s) must initial next to each inspection/report and must sign and date the Addendum. All inspections listed on the PCAR must be attached to the PCAR and submitted with the contract package.
- ☐ **State/County Seller's Disclosure** specific to your state and/or the Release and Hold Harmless Agreement (for entry to the property only) must be completed and attached and must be shown on the PCAR.
- ☐ **HomeSteps State Specific Addendum, Agreement or Rider as applicable.**
 - ☐ Alabama/Guam: Alabama or Guam Indemnity Agreement – Only for properties in redemption
 - ☐ New York/Pennsylvania: Rider to Contract of Sale
 - ☐ MN Torrens Rider Indemnity and Hold Harmless Agreement – Only for Torrens registered properties that the certificate of title has not been issued
- ☐ **Release and Hold Harmless Agreement (for entry to the property).**
- ☐ **Agreement of Purchaser** for the Freddie Mac First Look program if applicable. Note: There are two different agreements: one for owner occupant buyer(s) and one for non-profit, Neighborhood Stabilization Program (NSP) or government agency buyer(s).
- ☐ **HomeSteps Addendum for Manufactured Home** – Required for manufactured homes under \$75K cash where the asset has been determined to be personal property.
- ☐ **Buyer's Compensation Disclosure Agreement** – Required if it is requested that the seller pay using concessions.
- ☐ **Sales Promotion Form and/or Bonus Coupon(s) (If applicable).**
- ☐ **Investor Purchase – Corporation, Partnership or LLC entities** – The following are required to be submitted with the contract package:
 - ☐ **Signatures:** Investor buyer(s) must execute the contract and all addenda as follows: Business Name – Principal Signature – Principal Name Printed – Title of Principal.
 - ☐ **Partnership or LLC entity**
 - ☐ Certificate of Good Standing
 - ☐ Certificate of Formation
 - ☐ Operating Agreement
 - ☐ If the Operating Agreement does not designate the authorized signatories
 - All members of the LLC must sign contract
 - An LLC consent signed by all members must be provided designating an authorized signor
 - ☐ **Corporation**
 - ☐ Certificate of Good Standing
 - ☐ Articles of Incorporation
 - ☐ Bylaws
 - ☐ Corporate Resolution authorizing the signor to execute contract

Reminder: The closing agent will utilize the HSC contract package review process in HSC to notify you of any documents missing or requiring correction. The buyer lender's preapproval letter or proof of funds (i.e., bank statements) should not be included in the uploaded contract package.