



CHAPMAN LAW FIRM

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SALES CONTRACT CHECKLIST

*Please use this form to ensure that you have sent us a complete Sales Contract

Case # _____ Category (circle one): Owner/Occupant Investor

Address: _____ City: _____ State: _____ Zip: _____

Use BLUE ink on Contract Do not use white out! Do not scratch-out or cross-off items

1. SALES CONTRACT (Form 9548)

- Line 2. Name and Style: If you are a married couple, a single person, etc. This is how you will take title to the property.
- Line 3. Earnest Money Deposit
- Line 6b. Broad Listing Broker Commission – this line must be blank or 0.
- Line 9. This must be 45 days
- Line 12. Purchaser to initial in the shaded area
- Line 13. Sign, print name, address, social security number and phone number.
- Below Certification of Broker, print name and phone number of sales person

2. ADDENDUM TO ADD PURCHASER

- The contract must match the bid exactly. Since our bidding system only allows the information for one purchaser to be submitted, **submit the Addendum to Add Purchaser with the complete information of any additional purchasers not included on the accepted bid** in order to amend the bid and to update HUD's systems.

3. LEAD BASED PAINT ADDENDUM (only if property was built prior to 1978)

- Purchaser to initial
- Agent to initial
- Brokers – please download the LBP Addendum (if built prior to 1978) from the property details in the bid results

4. SALES ADDENDUM (Purchaser's Rights and Responsibilities) (2 pages)

- Initial by list price of property on page 2.

5. OWNER OCCUPANT CERTIFICATION ADDENDUM (Unless Investor)

6. RADON GAS & MOLD ADDENDUM

7. HOME INSPECTION (FOR YOUR PROTECTION)

8. REQUEST TO ACTIVIAATE UTILITES (If requesting an inspection)

9. INSPECTION ADDENDUM TO THE SALES CONTRACT

10. ELECTRONIC FILING ADDENDUM

11. NOTICE TO PURCHASER (if paying more than the appraised value)
12. COPY OF EARNEST MONEY (certified check or money order)
13. LETTER OF CREDIT or PROOF OF FUNDS FROM BANK OR FINANCIAL INSTITUTE IF CASH SALE
14. EARNEST MONEY FORFEITURE AND EXTENSION POLICY ACKNOWLEDGMENT
15. AGREEMENT TO ABIDE BY HUD'S EARNEST MONEY POLICY

GOOD NEIGHBOR NEXT DOOR:

- ALL of the above
- Officer, Teacher, or Firefighter/EMT certification
- GNND Form 9549-E Verification of Employment
- GNND Form 9549-D Personal Info. Questionnaire

MAILING INSTRUCTIONS:

This form and all accompanying documents should be received at the address below within forty-eight hours of bid acceptance:

The Chapman Law Firm, LPA
Attn: Contract Processing
925 Keynote Circle, 2nd Floor
Brooklyn Heights, Ohio 44131

Please call (216) 485-0700 or email sales@clfres.com with any questions.