



CONTRACT / OFFER CHECKLIST

checklist for offer package completeness

Date		Property Address	5041 McFadden Ave., Huntington Beach, CA 92649
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BUYER INFORMATION

Buyer Name / Verification	FICO Score	Credit Report Date	Employment Type	Notes
_____	_____	_____	<input type="checkbox"/> 1099 <input type="checkbox"/> W-2	
_____	_____	_____	<input type="checkbox"/> 1099 <input type="checkbox"/> W-2	

SELLING AGENT INFORMATION

Selling Agent Name		DRE #	
Real Estate Brokerage		Cell Phone	
Email		Co-Buyer agent	

OFFER INFORMATION

Offer Amount	\$ _____	Loan Rate	_____ %
Escrow Period	_____ days	Loan Type	<input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Conventional <input type="checkbox"/> Cash
Proof of Reserves/savings	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reserve Amount/savings	\$ _____
Copy of EMD Check	<input type="checkbox"/> Yes <input type="checkbox"/> No	EMD Amount	\$ _____
Requested Closing Cost Credit	\$ _____	Termite	<input type="checkbox"/> Included <input type="checkbox"/> Not Included
Home Warranty	<input type="checkbox"/> Requested <input type="checkbox"/> Not Requested	Type of Contract	_____

LENDER / MORTGAGE INFORMATION

Mortgage Company / Direct Lender		Loan Officer	
Loan Officer Phone		Loan Officer Email	
Eligibility Certificate #		Tax Returns Reviewed by Lender	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

For internal transaction coordination only. Not a substitute for broker, attorney, lender, or escrow review.