**Offer Checklist**

**AKA**

**What forms do I use when making an offer?**

***All offers are going to be different, this checklist offers a guide of what you would include in most offers for single family and condominium ownership transactions.***

***Please note, to see an example of how a standard purchase and sale agreement is written visit the example provided for you in the Appfile Titled “Purchase and Sale Agreement Example Single Family” or if you are writing up a condo there is a separate Appfile titled “Purchase and Sale Agreement Example Condominium”***

**Primary Document**

1. Purchase and Sale Agreement – F-201

(to be used for single family and condominium ownership offers)

**Exhibits – Select on page 8 of the Purchase and Sale Agreement – Exhibits are lettered A-Z**

**Financing Contingency Exhibits – Choose 1 depending on buyer’s financing**

1. Conventional Loan Contingency Exhibit – F404
2. FHA Loan Contingency Exhibit – F407
3. VA Loan Contingency Exhibit -F410
4. USDA Loan Contingency Exhibit – F413

**Common Exhibits to include if it pertains to your offer – can be more than 1**

1. Legal Description Exhibit – F807 (or attach copy of Legal Description and label it A, B, or C etc)
2. Condominium Resale Purchase and Sale Exhibit – F204 (only for condominium ownership)
3. Temporary Occupancy Agreement – F219
4. Closing Attorney Acting as Holder of Earnest Money – F510
5. Agreement of Closing Attorney to Hold Earnest Money – F511
6. Property Sold with Right to Request Repairs Exhibit – F273 (If not exercising Due Diligence Period Option in Purchase and Sale Agreement)
7. Lead-Based Paint Exhibit – F316 (if home was built prior to 1978)
8. Seller’s Property Disclosure Statement Exhibit – F301 (if provided by seller – not all properties have one – double check with listing agent)
9. Community Association Disclosure Exhibit – F322 (if provided by seller – not all properties have one – double check with listing agent)
10. No Financing Contingency Exhibit – F401 ( to be used with All Cash Deals)