



## CHECKLIST & INSTRUCTIONS FOR WRITING AN OFFER CORPORATE RELOCATION, LLC

**SEC. 1** - Corporate Relocation, LLC. is the “Seller” of Record on the contract

**SEC. 5** - Closing office to be noted as:  
Global American Title  
14841 North Dallas Parkway, Ste 115  
Dallas, TX 75254  
PH: 972-980-8440

\*\*\*\*\*Remote closing will be coordinated at a local venue for the Buyer\*\*\*\*\*

**SEC. 6** –

**A.8.** If instructing Title for **Encroachment / Boundary Coverage – This is Buyers expense.** – Mark it appropriately.

**C. SURVEY** –

Seller will not provide survey or purchase a survey. **MARK BOX C2.**

**SEC. 22** – Agreement of Parties –

“OTHER” – **Type in the following “CRI Addendum and Disclosure Statements”.**  
All CRI Addendums and Disclosures must be executed by the Buyer and submitted with the offer.

**SEC. 23** – Termination Option –

No Option Period – Either leave this section blank or put a line through. **PER THE CRI RIDER** – Seller allows Buyer a 7 day Inpsection Period.

**All CRI Disclosures are to be initialed on EVERY PAGE and signed on last page, and submitted with offer.**

**All CRI Inspections are to be initialed on EVERY PAGE by the Buyer and submitted with the offer.**

PER THE CRI RIDER - No Arbitration or Mediation  
Seller will not provide HOA Documents.  
All taxes will be prorated according to local customs.  
Home Warranty is not included in terms of the sale

If the offer to purchase is contingent on the Buyer’s successful closing, provide a copy of the Buyer’s “Buyer’s” contract and their pre-approval letter.

**MUST BE INCLUDED WITH ANY OFFER SUBMITTED:**

**A copy of the earnest money check is to be submitted with the offer**

**A pre-approval letter from a reputable lender OR proof of liquid/available funds for all cash offers is required.**