



**houston
landbank**

**New Home Development Program
Contract Offer Checklist**

PROPERTY ADDRESS: _____

DATE: _____

PROSPECTIVE HOMEBUYER: _____

Required Documents prospective homebuyer must submit for an offer.

- TREC New Home Contract (Completed Construction/Not Completed Construction)**
- Addendum 1**
 - o **Schedule 1 Assigned Warranties**
- Joinder and Agreement (Houston Community Land Trust Only)**
 - o **Schedule 1 Land (Legal Description)**
 - o **Exhibit "A" Form of Land Lease**
 - o **Exhibit "B" Form of Special Warranty Deed**
- Insulation Attachment as required in 7D (1) of TREC New Home Contract**
- TREC Addendum Concerning Right to Terminate due to Lender's Appraisal**
- TREC Information about Brokerage Services**
- TREC Third Party Financing Addendum**
- Residential Buyer/Tenant Representation Agreement**
- City of Houston Income Certification Letter**
- Lender Pre-Approval Letter**
- Homebuyer Education Course Certificate of Completion**
- Houston Community Land Trust Qualification Letter (Houston Community Land Trust Homebuyers Only)**

Additional documents require for closing

- City of Houston Acknowledgement of reduced proceeds (Houston Community Land Trust Sales Only)**
- Attachment Down Payment Assistance (New Home Development Program)**
- Deed Restriction (Provided by City of Houston for CLT or HAP)**

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