

# **Selling Agent Checklist**

***Please review and discuss with your buyer prior to submitting an offer.***

Please provide the following with your purchase offer:

- Correct contract type as per the property listed using the updated contract forms.
- Third Party Financing Addendum (If applicable)
- Lender/Financial Institution conditional letter of approval (If applicable)
- Proof of Funds for cash buyers (If applicable)
- Copy of the Earnest Money Check/bank draft. Earnest Money to be 1% of offer.
- Copy of Option Fee. Seller prefers \$25/per day
- Sellers Disclosure Notice with buyer signature (If applicable)
- HOA Addendum with buyer signature (If applicable)
- Water District Notice with buyer signature (If applicable)
- On Site Sewer with buyer signature (If applicable)
- Residential Service Disclosure with buyer signature

***Please email all offers to [Offers@WendyClineProperties.com](mailto:Offers@WendyClineProperties.com)***

***If you have any questions, please contact Wendy Cline at 281-460-9360  
or Katie Macway at 832-250-4903***