

THE HOUSTON LAND BANK OFFERS

IMPORTANT NOTICE TO AGENTS/CHECKLIST

Agent: Before you submit an offer for this property, please make sure the offer complies with the following instructions to ensure that offer submission is not delayed due to incorrect contracts or missing documentation or information needed. Please thoroughly read and review these instructions.

IMPORTANT: BUYER(s) MUST BE CERTIFIED BY HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT AS AN AFFORDABLE HOMEBUYER WITH AN INCOME AT OR LESS THAN 80% OF AMI FOR THE AREA. Buyer to email: NHDPTeam@houstontx.gov with NHDP Certification in the subject line.

Please send all offers to _____ and _____

ALL OFFERS MUST BE SUBMITTED ON: TREC New Home Contract (Completed Construction)

Offer packet must include the following Documents:

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

1. PARTIES: Seller on contract to be written as: The Houston Land Bank

3. Sales Price:

- A. Cash Portion (Will include credit from HCDD)
- B. Sum of all financing described in attached (Third Party Financing Addendum and Lender Approval must match)
- C. Sales Price (Sum of A and B) **Must equal price on listing.**
- D.

5. Earnest Money: If buyer chooses Community Land Trust, Earnest Money is \$750.00, otherwise \$1,000.00

Paragraphs 5 & 6: Seller will pay for the title policy.

_____ please use Commonwealth Title of Houston, 550 Westcott St, Suite 260 Houston, Tx 77007. The escrow officer is Dallas Russell Sr.

6. TITLE AND POLICY AND SURVEY:

Paragraph 6A. (i) Check will not be amended or deleted from the title policy;
Paragraph 6C2 should be checked. Buyer will pay for a survey.
Paragraph 6E2 Please check property is not located in an HOA.

7. PROPERTY CONDITION:

Paragraph B: ACCEPTANCE OF PROPERTY CONDITION:

Check (1) Indicating: Buyer accepts the Property As Is
Check D. (1) as shown in the attached specifications.

I: RESIDENTIAL SERVICE CONTRACTS:

Indicate \$ -0-

9: CLOSING: A: The closing of the sale will be on or before (Must be within 45 days)

10: POSSESSION: A: Indicate; upon closing and funding

11: SPECIAL PROVISIONS: Please include See Addendum 1

12: SETTLEMENT AND OTHER EXPENSES:

Paragraph A Section:1(b) \$-0-

19. REPRESENTATIONS: Strike through entire paragraph

21. NOTICES:

To Seller at: P O Box 131106, Houston, TX 77219

Phone: 281-655-4600

Email: ahaynes@houstonlandbank.org

22. AGREEMENT OF PARTIES: (Check only)

Third Party Financing Addendum,

Addendum Concerning Right to Terminate Due to Lender's Appraisal

Other: Please write in and include in offer packet the following:

1. IABS
2. Buyer's Representation Agreement
3. Addendum 1 with Schedule 1 Assigned Warranties
4. (If CLT add:) Joinder and Agreement with Schedule 1, Exhibit A & B

23. TERMINATION OPTION:

If Buyer chooses Community Land Trust, Option Fee is \$75.00 for 10 days

Otherwise, Option Fee is \$100.00 for 10 days.

BUYER' ATTORNEY

Seller's Attorney is:

K Gregory Erwin, Winstead PC K. Gregory Erwin

Phone: 713-650-2781

E-mail: gerwin@winstead.com

***Inspection report by licensed TREC Inspector must accompany all Repair Amendments**

BROKER INFORMATION

Listing Broker Firm:

License No.

Represents: **Seller only as Seller's agent**

Associate's Name:

License No.

Listing Associate's Email Address:

Phone:

Listing Broker's Office Address:

Phone:

City: **Houston, TX 77**

Listing Broker has agreed to pay Other Broker 3% of the total sales price when the Listing Broker's fee is received.