

## Contract Requirements

1. All offers must be submitted to:  
**Info@thessqueen.com**
2. Title company:  
Name: Lawyers Title/Kelsey Berry  
Address: 6333 E Mockingbird Lane, Suite 270 Dallas, TX 75214  
Phone #: (214) 459-0213  
Email: kelsey.berry@ltic.com
3. Title insurance can be paid for by the seller.
4. The buyer must see the inside of the property before an offer will be accepted.
5. Buyer must pay for a new survey if needed.
6. Buyer must accept the property AS-IS. No repairs will be made (no exceptions).  
If the property is already vacant then the sellers may not clean anymore belongings out.
7. Closing date has to be dated 60 days from the date the offer is submitted. The closing may occur sooner and will be indicated by the sellers lender. The lenders closing date will supersede the contract date.
8. In special provisions please add- See Exhibit A.
9. Settlement and other expenses- this is a short sale. Lenders do not approve buyers closing cost assistance. Please leave blank or enter zero.
10. Termination Option: Your client can have an option period but the option fee with NOT be credited to the sale price at closing.
11. Include a short sale addendum with your offer.
12. The lender will not accept electronic signatures. WET signatures only. No, I don't need the original, it just has to be physically signed and then emailed to us.
13. Proof of funds must be submitted with every offer and they must be from within the last 30 days. If you submit the buyers bank statement the name on the account must match the offer. Please scratch out last #s of the loan #.
14. The buyer cannot also be the buyers agent due to the lenders arms length restrictions. There can also be no relation between buyer or agents.
15. The lenders short sale approval is buyer specific so please make sure the buyers name on the offer is the buyer that will close.
16. If the listing states that this is an approved price then the offer must be at or above list price. No exceptions.
17. If the buyer is an LLC then please submit LLC documents with the offer.
18. Buyer must pay the HOA transfer fees.

19. If utilities are not on at the time of inspections it will be the buyers responsibility to turn them on.
20. 1% short sale processing/facilitation fee to be paid by buyer at closing. The processing fee must be paid no matter the buyers lenders requirements.
21. It is recommended to do your inspections immediately to make sure your clients are moving forward and willing to accept as-is.
22. Buyer and buyers agent required to sign this agreement.
23. Buyers agent commission to be 2.5% as stated in MLS. If the short sale lender requires that the commission only be 5% total then the buyers agent commission will need to drop to 2%. Its rare, but it does happen from time to time.

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Buyer \_\_\_\_\_ Date \_\_\_\_\_

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Buyer \_\_\_\_\_ Date \_\_\_\_\_

Buyers Mailing Address: \_\_\_\_\_  
The Short Sale Lender will need it.

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Buyers Agent \_\_\_\_\_ Date \_\_\_\_\_

Buyers agent email for weekly updates: \_\_\_\_\_

# Exhibit A

**Continuation to the Special Provisions in Section 11 of the One to Four Family Residential Contract:**

“Property to be sold as is where is and with all faults. The terms of the approval letter from the seller’s lender supersedes the terms of this contract. The seller’s obligation to perform on this contract is subject to the rights of the mortgage insurer (if any) and mortgage holder relating to the conveyance of the property. If inspections are desired, buyer is responsible for turning on utilities.”

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**Buyer**

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**Seller**