



Quintessa Homes Offer Document Checklist

Contract Documents

- New Home Contract
 - New Home Contract Incomplete, (Form ID: 23-15) **OR**
 - New Home Contract Completed, (Form ID: 24-15)
- Quintessa Sale Addendum with Additional Provisions and Exhibits - Request from Listing Agent if not already provided.

Completing The TREC Contract

Please reference the paragraphs below for completing the above contract.

- Paragraph 5:
 - Earnest money is 1% minimum
 - Title Company to be Joyne Samnaneveth at Old Republic Title (713-626-9220). 777 Post Oak Blvd. Houston, Texas 77056.
- Paragraph 7:
 - Section D. State 'N/A'
 - Section E. 90 Days (Builder standard, we understand most Homes are already under Construction) and obtain substantially Completed Date from Listing Agent.
 - Section G. Select Option 1 (This is noted in the Quintessa Addendum which Listing Agent will provide)
- Paragraph 22:
 - Under "Other", Write in "Quintessa Addendum to (TREC) NEW HOME CONTRACT", "What's Included" and any Additional Addendums that pertain to the Contract (i.e., Third Party Financing)

Additional Documents to Include (Required)

- Lender Pre Approval Letter **OR** Proof Funds for Cash Offers.
- What's Included Document, see Attachments in MLS Listing or Request from Listing Agent

Additional Documents to Include (Optional)

- Quintessa Homes Offer Checklist
- Design Board
- Upgrades in The Home one pager
- Appliances one pager
- Renderings
- Site Plan