



Contract Checklist

Paperwork / Addendums AS NEEDED

Contract Paperwork (every contract should contain)	Yes	No	To Add / Remove a Purchaser		
THIS CHECKLIST - Reviewed			Buyer and Seller agree to remove <insert customer name> from Purchase Agreement dated <insert date of PA>.		
Buyer Information Sheet					
NHC Purchase Agreement					
Incentive Addendum - see below if applicable					
NHC Aff Disc and NHCT (Affiliated disclosures)			If an outside Broker is involved (Note commission percentage on the purchase agreement beside Co-Brokers Name):		
Warranty Arbitration Addendum			AL: 2.5% Outside Broker		
Included Features			FL: 2.5% Outside Broker		
Included Features - Images			TX: 2.5 % --- SANTA FE - 2.25% Outside Broker		
Community Info Sheet			NC: 2.5% outside broker		
HOA addendum (if required by state)					
Purchase Price Addendum - receipt of Builder Deposit			Signing order and Guidelines		
			Buyers Agent (if applicable)		
			Buyer		
			NHC Sales Representative (don't sign w/o Deposit)		
			Jason Walzer (signer for NHC)	jason.walzer@nationalhomecorp.com	
Incentive Addendum (written in Addendum)			TO RECEIVE A COPY		
Buyer and Seller agree that all incentives are contingent upon a successful closing date by <insert anticipated closing date> and if home does not close by this date, at no fault of the seller, all incentives will be removed from the agreement. This does not eliminate any obligation of either			NHC Mortgage Loan Officer	jt.hockman@nhc-mortgage.com	Marilu.Hernandez@nhc-mortgage.com
			Jason Garcia	jason.garcia@nhc-mortgage.com	
			Michael Bergman	michael.bergman@nationalhomecorp.com	
			Wade Journey	wade.journey@nationalhomecorp.com	
			Gregg Erickson	gregg.erickson@nationalhomecorp.com	
			Tara Rabitz	tara.rabitz@nationalhomecorp.com	
			Joseph Leikam	joseph.leikam@nationalhomecorp.com	
			Your Division Manager (if applicable)		
			Your Construction Manager		
			Deposit Requirements		
Within 14 Days			Buyer with NHC Mortgage Application - \$95		
Pre-approval letter sent to Closing@nationalhomecorp.com			Buyer NOT applying with NHC Mortgage - \$995		
Purchase Price Addendum - receipt of Builder Deposit			Cash Sale - \$5,000		
To change a Sales Price or Closing Costs Amount					
Purchase Price Addendum					
If Purchaser Needs to Terminate:			BLANK CONTRACT PAPERWORK :		
Termination of Contract Addendum			Home Purchase Agreement		