## **Executing Offers - Checklist**

- 1. For new executed contracts coming in related to Creekmore Properties:
  - a. Once all parties sign, please dissect the signed PDF.
  - b. Make sure it's executed with a date.
  - c. Make one pdf that includes the contract, preapproval letter and all addendums.
  - d. Make another pdf that includes all the other disclosures. (WF, IABS, initialed restrictions, etc.) These are for our records only. we don't send these to anyone.
  - e. Save in one drive and in office file
  - f. Once contract is executed, send to all parties as instructed in the doc below. Don't forget to add lender as well, if applicable.



g. Please let me know once it is sent and I will contact buyers so they can deliver EM before deadline.

I will send the 1<sup>st</sup> of each and you can copy the email for future contracts.

- 1. Regular conventional loan
- 2. Cash Sale
- 3. Owner finance