



MCB Michigan Contract Package Checklist – Sales Contract

Date: _____ Agent: _____

Case Number: _____ Phone #: _____

Property Address: _____

Please complete and check off all of the following prior to submitting a bid:



Original Sales Contract – HUD form 9548 dated 1/99 (PDF or Carbon)

- Line 1: All purchasers on contract and property address
- Line 2: Title Name(s) & Style (individuals taking title)
- Line 3: Purchase Price
- Line 3: Earnest Money Amount
 - Sales price under \$50,000 = \$500
 - Sales price \$50,000 over = \$1000
- Line 3: Earnest Money held by the name of the Selling Broker
- Line 4: Check Financing type – FHA financing must match listing type or UI
 - IN = 203(b)
 - IE = 203(b) Repair Escrow (also fill in amount of escrow)
 - UI = property may qualify for 203(k) financing
 - All properties may be financed with Conventional Financing
- Line 5: Closing Costs may not exceed 3% of the purchase price
- Line 6a: Selling Commission not to exceed 5% of the purchase price
- Line 6b: Equals 0
- Line 7: Net Amount - Line 3 minus lines 5, 6a, and 6b
- Line 8: Type of ownership (owner occupant or investor)
 - *OWNER OCCUPANTS must occupy the property for 12 months and have not purchased a HUD HOME as an Owner Occupant within the past 24 Months.*
- Line 9: Closing Date must be 60 Days
- Line 11: Lead Based Paint Addendum must be attached if property year built is prior to 1978
- Line 12: Purchaser must initial
- Have Purchaser(s) Print Name(s) and Sign
- Include all Purchasers' Social Security number's, current place of residence, phone number, and date of offer
 - Social Security Number MUST match the purchasers Social Security number submitted on the bid.
- Broker Information including office address, **broker signature** (not a stamp) Tax ID number, NAID, Agents Name, and Phone number

--- The Sales Contract much match the bid submitted amounts may not be adjusted or primary purchaser changed.

--- Any sales incentives should not be included on the contract ---



MCB Michigan Contract Package Checklist – Addendums

Copy of Earnest Money Deposit check

- Sales price up to \$49,999 earnest money deposit = \$500
- Sales price \$50,000 and up earnest money deposit = \$1,000
- Certified Check or Money Order only
- Made out to the Selling Broker

Radon Gas and Mold Notice and Release Agreement

- Must be dated and signed by all purchasers

Owner Occupant Certification – HUD form 9548D dated 1/98

- *If purchaser is an Owner Occupant*
- **OWNER OCCUPANTS** must occupy the property for 12 months and have not purchased a HUD HOME as an Owner Occupant within the past 24 Months.
- Misrepresenting a purchaser as an Owner Occupant is a **SERIOUS** offense that may constitute fraud and may result in an investigation of the Broker, Agent, and purchaser by the office of the inspector general.

Lead Based Paint Addendum

- Must be downloaded from the website from the original listing or bid results – www.mcbreo.com
- Must be signed by all purchasers and the Broker or Agent

Forfeiture and Extension Policy - Version 10/12/06

- Must be read and signed by all purchasers

Broker's Agreement to Abide by HUD's Earnest Money Forfeiture Policy

- Broker MUST sign – Stamps are not allowed,

Pre-Qualification or Pre-Approval letter from a lender

- If property is being purchased with cash: verification of cash funds (bank statement or similar)
- Pre-qualification or Pre-approval letter must include pre-approval amount and name of the purchaser on the sales contract.

Over-Bidding with FHA financing

If purchaser is obtaining FHA financing it is required to use HUD's FHA AS-IS Appraisal (unless HUD's Appraisal is over 6 months old, in this case the purchaser will be required to obtain a new FHA AS-IS appraisal at their cost). Therefore, if the purchase price is greater than the appraised value and FHA financing is being used, the **purchaser must pay the overbid difference in cash**. This is because FHA will not insure a loan for greater than the appraised value of the property.