

# PURCHASING PROCEDURES FORM

## GENERAL PROCEDURES

Download Purchasing Procedure Form

- Realtor Review
- Buyer Review
- Mortgage Broker Review
- Realtor to sign-off acknowledging receipt
- Buyer to sign-off acknowledging receipt
- Mortgage Broker to sign-off acknowledging receipt

Download Purchasing Tracking Form

Download Required Purchase Contract

Download Required Inspection Sign-Off Forms

Download Require Final Walk Thru Form

Mortgage Pre-Qualification

**\*\* FULL APPLICATION MUST BE COMPLETED \*\***

**\*\* Pre-Qualification Certification Form MUST BE SIGNED \*\***

Sign Up For **MANDATORY** Workshops

- Buyer **MUST** be enrolled in Home Buyers Club or Seller **WILL NOT** sign-off on Purchase Contract
- Mortgage Workshop
  - **MUST** complete workshop with one of following groups
    - Consumer Credit Counseling Services - 2 Sessions
    - Tampa Bay Community Development Corporation
    -

**\*\* PLEASE NOTE \*\*** If buyer takes Mortgage Workshop at Tampa Bay Community Development Corporation then buyer must take at least one hour of the 2<sup>nd</sup> session with Consumer Credit Counseling Services **\*\***

Appraisal Conditions

- **Appraisal MUST be ordered with in 5 business days of acceptance**
- An appraisal will be ordered by Pasco County and if the lender's appraisal is more than 1% below Pasco County's appraisal then Seller reserves the right to reject the purchase offer. Should lender's appraised value be more than Pasco County's appraised value then purchase price may be adjusted higher to reflect lender's appraised value. Buyer shall reserve the right to reject the adjusted higher purchase price.

Miscellaneous Credits

- Seller will not agree to any credits for repairs / cosmetics / etc. at time of close. This includes but is not limited to washer / dryer / fencing / sprinkler system / garage door opener / water softener / etc.

Home Warranty

- Seller or Pasco County DOES NOT provide and/or pay for at time of close a Home Warranty for Buyer.

Appliances / Window Treatments / Misc.

- The appliances and/or window treatments and/or miscellaneous items that are present in the home are the ONLY items that will be included in purchase contract. NO CREDITS and/or PRICE ADJUSTEMENTS will be applied at closing for any of the previous stated items.
- PLEASE NOTE - Due to security/insurance concerns, some homes may not have appliances / air condition units or window treatments installed until just before closing. Please contact our office for full list of included items for each individual home.

**CONTRACT PROCEDURES**

Submit Offer via fax at 727-796-8800 or email at [matthew@remaxusa.net](mailto:matthew@remaxusa.net)

Offers MUST include

- Purchasing Tracking Form - 1<sup>st</sup> four steps signed by required parties
  - o **MUST BE ENROLLED WITH HOME BUYERS CLUB FOR SELLER TO SIGN-OFF**
- **Mortgage Pre-Qualification Certification Form MUST BE INCLUDED – NO EXCEPTIONS**
- Copy of Escrow check made payable to Anclote Title Services in the amount of \$500.00
- Purchase Offer on Required Forms

Inspections

- Buyer to complete the following inspections within 7 calendar days of acceptance
  - o Home inspection
  - o Termite inspection
  - o Mold inspection
  - o Lead Base Paint inspection
  - o Sink Hole / Soil Movement inspection
- All above inspections must be signed off and copy received by listing office no later than 5:00pm 8<sup>th</sup> calendar day of acceptance via fax at 727-796-8800 or email at [matthew@remaxusa.net](mailto:matthew@remaxusa.net)
- **NO EXCEPTIONS**
- If above required sign-offs are not received in proper time frame then

**SELLER RESERVES RIGHT TO CANCEL CONTRACT**

Title Services

- Due to complexity of Transaction, Seller will designate Title Company which will be
  - ANCLOTE TITLE SERVICES located in Tarpon Springs
- Closing will be held at Title Company. NO EXCEPTIONS. ( this supersedes FAR/BAR contract )
- Closing will be during regular business hours. NO EXCEPTIONS.
- Buyers Agent WILL BE required to attend closing. NO EXCEPTIONS.

Pasco One On One

- Required Workshop by Pasco County to be completed only AFTER mortgage approval and BEFORE closing date.

Final Walk Thru

- Buyer (with Buyer's realtor) will be required to complete a full Final Walk Thru on the home 48 hours prior to closing date.
- Buyer must sign off on Final Walk-Thru form and accept property in AS-IS condition with no written or implied warranties from Seller, Pasco County or Realtors and copy received by listing office no later than 5:00pm ONE FULL calendar day prior to closing **via fax at 727-796-8800 or email at [matthew@remaxusa.net](mailto:matthew@remaxusa.net)**

