**CHECKLIST: Guidelines for offer / contract of sale**

**Listing Agent please provide this document to Buyer(s) Agent to minimize contract deficiencies and ensure a successful transaction. Review and adhere to the guidelines prior to submitting to Paragon.**

[ ] **Listing Agent: Do not order a Title Search. Paragon ordered a title search with Morreale Real Estate Services (MRES). Contact Morreale RES at 630-545-5300 for the name of the local Title/Closing representative.**

[ ]  Seller on Offer/Contract of Sale: **Must** be **Paragon Relocation Resources, Inc**. No variations will be accepted.

[ ] **Paragon Relocation Rider to Contract of Sale: Must be referenced as “attached and made part of the contract of sale” and signed by the buyers. Alterations to the Paragon Rider (e.g. strikeouts, text boxes, etc.) are not allowed under any circumstances.**

[ ] **Disclosures: The Paragon Consultant *cannot* under any circumstances execute buyer contract or Rider without the disclosure section being completed. Contract procedures must be strictly followed to ensure timely receipt of the fully executed contract and Rider. The Paragon Rider must include/list all documents being disclosed to buyer at that time. Disclosures section of the Paragon Rider is a fill in the blank form for all applicable disclosure documents (Paragon, State and Broker; completed and blank) and inspection/test reports to be described. Ensure the Paragon Relocation Rider to the Contract of Sale is completed with no blanks and reflects final terms and conditions to avoid unnecessary delays.**

[ ] Employee/Individual Name(s): **CANNOT** appear on contract of sale, addendums or counter offers. Employee/Individual(s) must NOT sign or initial any contract of sale documents with the buyer.

[ ] Pro-rations After Closing: Nothing can survive closing; No re-pro-rations after closing.

[ ] Arbitration, Mediation and Liquidated Damage Clauses: Not allowed.

[ ] Title Company/Closer: Determined by Paragon.

[ ] Inspections: Within 7 business days of fully executed contract from Paragon.

[ ] Mortgage Application: Within 2 business days and Lender Pre-Approval letter must accompany all offers.

[ ] Contingency Sale of Buyer’s Home: Acceptable. If contingent on closing, must provide copy of buyer’s Homesale contract and buyer’s buyer lender Pre-approval letter. Contingency of Buyer’s Buyer Homesale not allowed.

[ ] Earnest Money Deposit: Must be 1% minimum of purchase price.

[ ] Interest Rate: Not capped; prevailing rate is acceptable.

[ ] Seller Financing: Not allowed.

[ ] Early Possession/Lease Back Agreements: Not allowed.

[ ] Close of Escrow: Must be within 60 days of contract offer.

[ ] Repair Caps: Eliminated whenever possible.

[ ] Buyer(s): Must initial all changes.

[ ] All Blanks: Must be completed; if a line does not apply please write in N/A.

[ ] Buyer executed Contract of Sale: Submit via email to Paragon Consultant for review with all other supporting documentation (Rider, lender pre-approval letter, disclosure sets, Offer/MO Worksheet, etc.).

[ ] MLS: Upload relocation documents for agent easy access (e.g. Contract Guidelines Checklist, sets of Disclosures, Inspection/Test reports, etc.).

[ ]  Natural Hazard Disclosure: Ordered by Listing Agent (where applicable).

[ ]  Seller CLUE Report: Not allowed.

[ ]  Government Retrofits: Not allowed.