

Final Relocation Contract Requirements:

PROPERTY ADDRESS:

**** Once the deal has been fully negotiated, the following items are required as part of the contract package that will be sent to Graebel for review and signature. Each item is mandatory and non-negotiable. ****

- ☐ Contract MUST show Seller as: Graebel Relocations Services Worldwide
- ☐ The following line must be listed in the Purchase and Sale Agreement as a Special Stipulation: "The Graebel Rider to Buyers Offer is hereby a part of this contract"
- ☐ If there is an expiration date listed on the contract: The seller requires a minimum of 48 hours after all of the items on this list have been submitted to them. Best to allow 2-4 business days for signatures. Date on Contract: _____
- ☐ Closing Attorney: _____
- ☐ The Graebel Rider to Buyers Offer:
 - ☐ All applicable fields must be completed.
 - ☐ The buyers must sign page 1. and initial all other pages. PLEASE NOTE THAT THE DATE OF THE RIDER IS THE DATE OF THE CONTRACT, NO EXCEPTIONS.
 - ☐ Exhibit C will be signed and notarized at closing, but the Seller requires the Buyers to initial all pages at the time of the offer.
- ☐ Copy of the Earnest Money Check
- ☐ All State/Local Disclosures initialed and signed by the Buyers
- ☐ All Graebel inspections initialed and signed by the Buyers. (Some of the inspections will not have an area to sign; in this case, the Buyers should initial the bottom of every page.
- ☐ Proof of funds for the entire amount not being financed. (Example: If the Buyers are getting 80% financing on a \$100,000 purchase, Graebel will require proof of funds for \$20,000.) Acceptable proof would be ☐ Bank Statement, ☐ Signed letter from financial institution, on company letter head, stating that the Buyers have available funds to cover required amount, or ☐ The lender pre-qualification letter states that the lender has verified the Buyers have sufficient cash to close.
- ☐ If this sale is contingent upon the sale of the Buyer's property, the Seller will need a copy of the Buyer's contract and copy of the Buyers – Buyer's pre-qualification letter.
- ☐ TWO Pre-Approval Letters. One of these must be from:
 - ☐ Wells Fargo, ☐ Prime Lending, or ☐ Quicken Loans. It must be based on a tri-merge credit report. The Seller understands the Buyer may already be working with a reputable lender and they are welcome to use them for their mortgage. The reason the Seller requires the additional pre-approval is that we are currently in a very volatile lending market and being that the Seller is a corporation representing another corporation in this transaction, they have implemented this as a risk management procedure to ensure there is a "back-up plan" for the closing of the loan, in the case anything were to happen to a smaller regional or local lender. This ultimately protects everyone; the Seller and the Buyer.

Lender Contact Information:

Wells Fargo 866-873-4889

Quicken Loans 800-581-6683

Prime Lending-800 597 7140

(These Banks can get the Buyer quick results over the phone. They will also cap their lender fees at \$495 for Buyers of Graebel properties.)