

## **New Offer Checklist – all offer MUST have the following:**

- ALTAIR GLOBAL as the SELLER
  - Verbiage “Altair Purchase Agreement Addendum attached and made part hereof”
  - STRIKE any reference to MEDIATON or ARBITRATION
  - Pre-Approval letter is attached (must have approval amount and loan type)
  - Proof of Funds for all CASH transactions or any deposit of more than \$15,000
  - 4 Page Updated Inventory Purchase Agreement Addendum
  - All necessary Seller/Buyer Disclosures
  - Copy of Earnest Money Deposit Check
  - SELLER WILL NOT pay for or provide survey
  - All HOA, Special Assessments, taxes will be prorated
  - Buyer will assume all special assessment payments beginning day of closing
  - Closing: Please indicate a close date, not days; We can process a counter with new date if needed
- OFFERS CANNOT BE CONTINGENT ON THE SALE OF A CURRENT HOME**

If offer is contingent on the Closing of a current residence, a copy of that fully executed contract and that Buyer’s pre-approval letter must be submitted prior to contract execution. ● Include CAR COP form filled out completely.

### **TITLE INFORMATION:**

Title already ordered and Seller closing to take place at the Title Company/Attorney Office listed on the Altair Purchase Agreement Addendum

If the offer you are about to submit does not meet the above requirements. Please note what is missing and when it will be submitted.

**Email your full offer packet and signed disclosures set to:**

**LisaD@SevenGables.com**