

INSTRUCTIONS FOR RPA SUBMISSION - 16112 Palomino Valley Ct

1. **TRC Global Mobility, Inc. must be listed as Seller.**
2. Please include the following statement in "other terms" (Paragraph 3R of RPA): "The Relocation Addendum to Sales Contract is attached to and made a part of this agreement"
3. Provide a list of inspections your client may want to do on page 1 of 4 of the Relocation Addendum
4. Please email a copy of the Pre-Approval Letter
5. Please provide Proof of funds for buyer down payment. Statements must show the names of the buyers.
6. Each page of the Rider and all disclosures and inspections provided with the Rider must be initialed and/or signed by the buyer where indicated.
7. Disclosures: Have your client initial or sign the condition report where indicated. TDS, SPQ and FHDS must be initialed over red line. The executed forms will show your clients and the relocation company signatures/initials.
8. Specifically identify any personal property to be included/excluded with the purchase.
9. Pre-Closing Occupancy is not acceptable.
10. The buyer's inspection contingency will be removed within 10 days of acceptance (or less).
11. Please indicate if the buyer wants to include Home Warranty in the Terms of the Sale Contract on page 3 of 4

Please allow 2-4 business days for signature. Any offer or counter offer communicated or executed by a real estate broker or agent on behalf of Seller shall not be binding on Seller until confirmed in writing by authorized representative of Seller.