

Electronic Contract Information Form

This form must be completed in its entirety and submitted with all offers.

Asset #: _____ Property Address: _____

Buyer(s): _____

Freddie Mac uses DocuSign for all parties to electronically sign our contracts and related documents. Please complete this form and send it with the offer so that once the offer is approved, the information needed to prepare the contract will be available. Submission of this form serves as consent for the Buyer to receive communications directly from the Seller or Seller's Broker, through the DocuSign system for purposes of review and signature of contracts and related documents.

Closing Agent Information

Does the buyer want to use the seller's title company to close the transaction? Yes No

If no, please supply the contact information for the closing agent the buyer wishes to use:

Closing Agent Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone #: _____ Email Address: _____

Selling Agent Information

Selling Brokerage Name: _____ Brokerage License #: _____

Selling Agent's Name: _____ License #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email Address: _____

Buyer Information

After the real estate agents have reviewed the contract documents, they will be emailed directly to the buyer and can be completed on a computer, tablet or smart phone, whichever is convenient for the buyer. Please supply the pertinent information for the buyer(s) below (use additional pages if there are more than two borrowers). Provide the **full legal name** the buyer(s) will use for this transaction and their contact information.

Buyer #1 Full Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email Address: _____

Buyer #2 Full Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email Address: _____

Entity Documents for Investor Purchase – Corporation, Partnership or LLC entities or Trust:

If the buyer is an entity (LLC, Corporation, Partnership or Trust), the buyer must attach copies of the entity documents or trust agreement with this completed form. The listing broker must include these documents in the electronic execution package process.

Partnership or LLC entity

- Certificate of Good Standing
- Certificate of Formation
- Operating Agreement
- If the Operating Agreement does not appoint the authorized signatories
 - i. All members of the LLC must sign the contract
 - ii. An LLC consent signed by all members must be provided designating an authorized signor

Corporation

- Certificate of Good Standing
- Articles of Incorporation
- Bylaws
- Corporate Resolution authorizing the signor to execute the contract

Trust

- Trustee Agreement

Earnest Money

When the buyer receives the electronic documents to sign, if they will be submitting a cashier's check for the earnest money deposit, a copy of the check will need to be uploaded during the signature process before the buyer's signing process can be completed. If the buyer will be sending a wire for earnest money deposit, it must be sent within 24 hours of seller's execution.