



OFFER TO PURCHASE INTAKE AND CHECKLIST

Date of OTP: _____

Community: _____

Property Address: _____

Lot: _____

Buyer(s) Full Name: _____

Email: _____

Phone Number: _____

Note: Buyer's Information is for contact after closing. All contact during the build/sale will be communicated through Real Estate Agents

Buyer's Agent: _____

Company: _____

Email: _____

Phone Number: _____

Listing Agent: _____

Company: _____

Email: _____

Phone Number: _____

Lender: _____

Email: _____

Phone Number: _____

Contingency: YES NO

Appraisal Gap: YES NO

CONTRACT CHECKLIST:

OFFER TO PURCHASE

- _____ OIL AND GAS DISCLOSURE IS INCLUDED #11
- _____ RECORDED PLAT (ACKNOWLEDGEMENT IS #16 IN OTP)
- _____ OWNERS ASSOCIATION ADDENDUM (IF APPLICABLE, #10 IN OTP)
- _____ RESTRICTIVE COVENANTS (IF APPLICABLE, ACKNOWLEDGEMENT #10 IN OTP)
- _____ EOP/IP/CA, DEPENDING ON STAGE OF CONSTRUCTION (IF APPLICABLE, #46 IN OTP)
- _____ SUBDIVISION STREET DISCLOSURE (PG 19 OF OTP)
- _____ FLOORPLAN/CUT SHEET
- _____ STANDARD FEATURES
- _____ OPTIONS/UPGRADES (IF APPLICABLE)
- _____ BUILDER DEPOSIT ADDENDUM (IF APPLICABLE)
- _____ COLOR SELECTIONS (IF APPLICABLE)
- _____ PLOT PLAN (IF APPLICABLE)
- _____ PRE-APPROVAL LETTER
- _____ FHAVA ADDENDUM (IF APPLICABLE)
- _____ APPRAISAL GAP ADDENDUM (IF APPLICABLE)
- _____ 70 WEST HOME WARRANTY (ACKNOWLEDGEMENT IS #22 IN OTP)

Additional Documents: _____
