



SUN COUNTRY REALTORS®

221 E. SPRUCE ST DEMING NM, 88030

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Structure List for Purchase Agreements: Be on time for appointments

1. When preparing Purchase agreements please be sure have on hand: Leadbase paint addendum if 1978 or older. Tax Levy.

When working with the clients on Purchase agreement make sure everything is initialed and signed in appropriate spots.

If Residential w/acreage make sure of Septic Contingency is filled out.

Areas to double check: Home Inspection dates.

Well Inspection.

Septic Inspection dates.

Termite-Pest dates.

Survey

Information Sheets Needed for file: Purchase Agreement (2104)

Leadbases paint if 1978 or older (5112)

Septic Contingency Addendum if needed (5120)

Earnest Money Dispute-(2310)

Mediation - (5118)

Get a Home Inspection-(92564)

Manufactured Housing-(2305)

Water Rights and Wells-(2037)

Septic Systems-(2308)

Estimated Tax Levy Disc-(3275)

Mold Disc-(2309)

Clandestine -(2306)

Make sure everything is signed and initialed.

Arrange for earnest check. If taking it make sure that the administrative assistant gives receipt.

Make purchase check list to follow with for dates.

You may have to do amendments and or Addendums and counter offers. Keep all these together in file.

2.Once both sides have signed please give packet to administrative assistant so she can do a cover page for file. Also make sure client has copy with both sides signed.

3.Also get a copy to clients bank for loan.

4.**Also if doing the seller side a copy needs to go to title company.

5.Follow your dates. Do home inspection as soon as possible.

6. Follow up for Appraisal

7. Well test and inspection

8. Septic Inspection

9. Survey if needed. See if existing survey