



The E-Signature Contract Package must include the EMD and Proof of Funds/Pre-Qualification Letter listed below. If any other items listed applies to your case, then please upload it. Only upload the items applicable to your case. To upload these documents, please access the checklist through the Accepted Bids tab in your www.HUDHomestore.com bidder account. Upload the respective documents to the respective section of the checklist.

1. Earnest Money Deposit (EMD) (required)

- a. A **COPY** of the Certified/Cashier's Check or U.S. Postal Money Order in the correct amount:
 - i. For properties with bids accepted prior to 9-28-18, EMD will be:
 - 1. \$500 for properties with a sales price of \$50,000 or less
 - 2. \$1,000 for properties with a sales price greater than \$50,000
 - 3. For vacant lots, EMD is based on disposition list price:
 - a. For vacant lots with a list price less than \$1,000, EMD is 50% of list price
 - b. For vacant lots with a list price of \$1,000 or more, EMD is \$500
 - c. For vacant lots with a list price of \$50,000 or more, EMD is \$1,000
 - 4. For GNND properties, the EMD is 1% of the list price (not less than \$500 and not to exceed \$2,000)
 - ii. For properties with bids accepted on/after 9-28-18, EMD will be:
 - 1. \$500 for properties with a sales price of \$50,000 or less
 - 2. \$1,000 for properties with a sales price greater than \$50,000 but less than \$250,000
 - 3. \$2,000 for properties with a sales price equal to or greater than \$250,000
 - 4. For vacant lots, EMD is based on disposition list price:
 - a. For vacant lots with a list price less than \$1,000, EMD is 50% of list price
 - b. For vacant lots with a list price of \$1,000 or more, EMD is \$500
 - c. For vacant lots with a list price of \$50,000 or more, EMD is \$1,000
 - 5. For GNND properties, the EMD is 1% of the list price (not less than \$500 and not to exceed \$2,000)
- b. Made payable to “[Buyer Select Escrow Company] **OR** [purchaser’s name]” or just to “Buyer Select Escrow Company”
 - i. Note: please reference the Buyer Select Escrow Company by name. For example, if the company name is ABC Title and purchaser is John Doe, the check should be made payable to “ABC Title or John Doe” or just to “ABC Title.”
- c. **ORIGINAL** Cashier's Check or Postal Money Order delivered to Listing Agent within 2 business days of bid acceptance

Questions regarding how to complete your sales contract package? Please contact our Customer Service Department at (248) 356-4711 or email 3PSalesContract@blbresources.com. Please note BLB Resources does **NOT** process utility activation requests. Please follow the instructions on the utility activation request form for your property, and submit the form to the assigned FSM.



2. Prequalification Letter or Certification of Cash Funds (required)

- a. If paying cash, **proof of funds** (e.g. bank statement) must be equal to or greater than purchase price
- b. If obtaining financing, a valid **prequalification letter** must be included
 - i. Includes purchaser(s) name, type of loan, escrow amount (if any) and amount of prequalification (equal to or greater than purchase price, proof of additional funds may be required if less than purchase price)
 - ii. Must be on lender's letterhead with lender's contact information, including loan officer's email address

3. Broker Authorization Letter (as needed)

- a. If the designated broker for the NAID is unavailable to sign the contract, an alternative broker may be authorized to sign instead by including the completed and signed Broker Authorization Letter

4. Buyer Select Closing Agent License and E&O Insurance (required ONLY IF PROMPTED)

- a. If prompted in the Buyer Select Closing Agent section of the checklist, please upload the closing agent's active professional license and their current E&O Insurance. The file will not be able to move forward if these documents are needed.
- b. If you are not prompted, then the system already has their current information on file and it does not need to be uploaded until it expires.

5. Investor documentation (as needed)

- a. If purchaser is an LLC, please include articles of incorporation
- b. If purchasing under a trust, please include trust documentation
- c. Please note that HUD will NOT pay a sales commission to the Selling Agent/Broker if the Investor Purchaser(s) is also the Selling Agent/Broker and/or affiliated with the Selling Agent/Broker. Purchaser is considered affiliated if their brokerage or company shares the same EIN and/or ownership as the Selling Agent/Broker, or if purchaser is an immediate family member of the Selling Agent/Broker.

6. Agency Disclosure Form (optional)

- a. This is your state/local Buyer Representation or Agent Disclosure Agreement, not a BLB Resources or HUD form

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