

Please triple check your sales contracts and avoid these common errors.

1. White out is absolutely **NOT** allowed anywhere on the sales contract page (Form HUD-9548). Errors can be corrected by crossing it out and having the buyer(s) initial next to it.
2. Line 1 – **The name(s) of the buyer(s)** must match the electronic bid submission.
 - If the name(s) was spelled incorrectly during bid submission, please correct the name(s) on the contract and provide a copy of the Buyer's SSN card.
 - If additional buyer(s) are being added on the purchase, please submit the "Request to Add Purchaser" addendum with the contract package.
3. Line 2 – **Vesting style** must be filled in, including name **and** vesting/title style.
4. Line 3 – **Do not** leave the earnest money line blank, please enter correct amount:
 - For properties with a sales price of \$50,000 or less, the EMD amount should be \$500.
 - For properties with a sales price greater than \$50,000, the EMD amount should be \$1000.
 - For vacant lots, EMD is based on disposition list price:
 - i. For vacant lots with a list price less than \$1,000, EMD is 50% of list price
 - ii. For vacant lots with a list price of \$1,000 or more, EMD is \$500
 - iii. For vacant lots with a list price of \$50,000 or more, EMD is \$1,000
 - For GNND properties, the EMD amount should be 1% of list price (not less than \$500, and not to exceed \$2,000).
5. Line 4 – **Financing type** must match listed insurability type of the property.
 - A property listed Uninsurable (UI) may not be purchased with FHA financing, unless it specifically states it is eligible for 203(k) financing.
 - If 203(b) repair escrow financing is being used, the "repair escrow amounting to \$" line must state "TBD".
 - If purchaser is utilizing the \$100 down payment option on an IN, IE, or 203k eligible property, please enter \$100 on the down payment line.
6. All money amounts on **lines 3, 5, 6a, 6b, and 7** must match the bid submitted on the HUDHomestore.com website. These amounts are included in the bid acceptance email sent by BLB Resources.
7. Line 8 – **Purchaser type** **MUST** match bid. Investors who inadvertently bid as an owner occupant must cancel and resubmit bid.
8. Line 9 – **Escrow timeframes**:
 - 30 days for Cash/Hard Money purchasers
 - 45 days for Owner Occupants or Investors using FHA 203(b), 203(b) repair, or conventional financing; or for Non-profit organizations
 - 60 days for Owner Occupants using 203(k) financing

9. Line 12 – **Buyer(s) must initial.** Initials must be wet ink.
10. Line 13 – **Buyer must print and sign.** Signatures must be original wet signatures. BLB Resources recommends all signatures and initials be made in blue ink to more easily identify that they are original wet signatures.
11. **Brokerage information** (name, address, EIN/SSN, NAID, phone number, and BROKER signature) must be included in the Certification of Broker section. The Broker signature must be wet ink.
 - If the Broker registered to the NAID is not able to sign the package, they may designate another Broker to sign on their behalf. This REQUIRES a Broker authorization letter, which must be on Brokerage letterhead, case specific, and Broker of Record (the broker registered to the NAID) must sign. A scanned copy of this signature is acceptable, but cannot be docu-signed.
12. **LBP Addendum Disclosure** – If the property is built prior to 1978, a LBP addendum is required. This form is only to be signed and initialed by the Broker and Buyer. Selling Agent does not sign this form. Please have Broker initial proper financing type.
13. **Additional LBP Information Receipt Addendum** – If the property is built prior to 1978, the Additional LBP Information Receipt Addendum is also required. This form is only to be signed and initialed by the Broker and Buyer. Please have buyer initial all required options.
14. **PCR** – Must be signed by buyer and included in the sales package.
15. **BSCA Closing Instructions and Certification** – This form is to be completed only by the escrow officer/closing agent. If the escrow company/closing agent has not closed a HUD transaction in the past, please include the escrow company's/closing agent's E&O insurance and State business license for faster processing of Title ID.
16. **Electronic Filing of HUD-9548 Contract Addendum** – pertains to the Buyer; please ensure the buyer initials the appropriate line.
17. **EMD Checks** – EMD check must be payable to BOTH the buyer's selected escrow company/closing agent and the purchaser. Payee must read "(Insert escrow company/closing agent) OR (insert purchaser name)". The EMD check must be delivered to the assigned LLB within 2 days of bid acceptance.
18. **Forfeiture and Extension Policy** – Must be signed and initialed by the Buyer and Selling Agent on all required fields/pages.
19. **For Your Protection: Get a Home Inspection** – The buyer(s) must initial the appropriate line.
20. **Proof of Funds, Pre-Qualification Letter, and/or Gift Letter must:**
 - Be dated within the past 30 days;
 - Cover the amount of the purchase price;
 - Be in the buyer's name (or gift letter must be attached);
 - Include the loan type and escrow amount on the pre-qual letter; and
 - Be printed on lender's letterhead with loan officer's contact information.