



Phone: 301-577-1200 Fax: 301-577-3660 web: [www.hudhomesource.com](http://www.hudhomesource.com)

## SALES CONTRACT PACKAGE CHECKLIST

### Owner Occupant Sales

Sales Contract (HUD Form 9548).....

PDF Format: <http://www.hud.gov/offices/adm/hudclips/forms/files/9548.pdf>

Electronic Filing Addendum.....

Owner Occupant Certification Addendum (HUD form 9548D dated 1/98).....

- If purchaser is an Owner Occupant.
- **OWNER OCCUPANTS** must occupy the property for 12 months and have not purchased a HUD Home as an Owner Occupant within the past 24 Months.
- Misrepresenting a purchaser as an Owner Occupant is a **serious** offense that may constitute fraud and may result in an investigation of the Broker, Agent, and purchaser by the office of the inspector general.

Notice to Purchaser(s) Addendum.....

Lender's Letter.....

- Pre-Qualification or Pre-Approval letter from a lender. If this is a cash sale: verification of cash funds

"For Your Protection" (HUD 92564-CN).....

Radon Gas and Mold Notice (HUD Form 9548-E).....

Lead Paint Disclosure.....

- ONLY required for Properties built during or before 1978
- NOTE: Please print the Seller's Disclosure posted on the Property Listing page for this property.

General Addendum (MD/DC Only).....

Closing Date Extension Policy.....

- **Over-Bidding with FHA financing** – If your purchaser is obtaining FHA financing you will be required to use HUD's FHA AS-IS Appraisal (unless HUD's Appraisal is over 6 months old, in this case your purchaser will be required to obtain a new FHA AS-IS appraisal at their cost). Therefore, if you overbid the appraised value and your purchaser is obtaining FHA financing, the **purchaser must pay the overbid difference in cash**. This is because FHA will not insure a loan for greater than the appraised value of the property.

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**PLEASE RETURN THE COMPLETE CONTRACT PACKAGE TO:**

**HomeSource Real Estate Asset Services, Inc.  
4423 Forbes Blvd.  
Lanham, MD 20706  
ATTN: Sales Contract Enclosed**

**Contract Packages are DUE in the HomeSource Office with 48hrs. of the Bid Results being posted to the HomeSource website.**