



OFFER CHECK LIST

Prior to submitting an offer on a Mountain Ridge Custom Homes Property please ensure you have the following documents compiled for a complete offer submission. We will not respond to offers unless presented as a complete package. Please do not hesitate to call 907-360-3821 or email liz@907alpenglow.com if you have any questions about our forms, we are here to help.

ALWAYS REQUIRED:

- ☐ **New Construction** Purchase & Sale Agreement (regardless of construction status)
- ☐ Builder Warranty
- ☐ Builder Addendum
- ☐ Standard Features
- ☐ Disclosure of Conflict of Interest
- ☐ State of Alaska Property Disclosure Exemption
- ☐ Pre-qualification Letter
- ☐ Earnest Money equal to or greater than 1% held by Mountain Ridge Custom Homes due upon acceptance - can be a cashiers check, personal check, or wire transfer.

REQUIRED WHEN APPLICABLE:

- ☐ Public Offering Statement Acknowledgment - When there is an HOA please include with offer
- ☐ Contingency Agreement - must include if the offer is contingent upon the buyers leasing out or selling any other Real Estate in order to close this transaction
- ☐ Initials on any reports provided in the document section of the MLS (Well, Septic, As-built, Ect.)

DOCUMENTS TO BE COMPLETED AFTER BUILDER MEETING:

- ☐ Selection Sheet (will be completed if ANY selections are being made - do not list selections on the PSA or addenda)
- ☐ Options & Upgrades List (If buyers are increasing the price to cover options & upgrades this form must still be utilized. Stating upgrades/options on the PSA or MLS addenda form will not be sufficient.)