



OFFER CHECK LIST

Attention Selling Brokers and Licenses - We know selling a new construction home can feel cumbersome, we are here to answer any questions you have while prepping your clients' offer. Please do not hesitate to call 907-360-3821 or email liz@907alpenglow.com if you have any questions about our forms. We have created a checklist to simplify the forms needed. 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.

ALWAYS REQUIRED:

- New Construction Purchase & Sale Agreement - (We will not accept offers on the Standard MLS PSA)
- 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
- Contingency Agreement if the offer is contingent upon leasing or selling any other Real Estate
- 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 be still be utilized in addition to any upgrades stated on the PSA or addenda.)