



Purchase Offer Checklist

IMPORTANT :

1. **NRI Relocation, Inc. must be shown as seller on the Purchase Contract. Homeowner(s) is not to sign or initial any offer to purchase and the homeowner's name(s) is not to appear anywhere on the contract.**
2. **NRI will not work with an offer contingent on the sale of the buyer's home. *****
3. **Possession must be upon closing and funding.**
4. **Notify NRI immediately (Buyer's agent should contact listing agent – not NRI directly)**
 - During normal business hours – Email the consultant at the same time you present offer to the homeowner.
 - Evenings/weekends - Call Jeanette Tomaselli at (630) 675-1960.

REQUIREMENTS:

NRI will NOT sign any Purchase Contract until we have all of the documents below, but will negotiate verbally until terms are agreed upon. A fully executed contract will be returned only when we have all of the documents and a signed Contract of Sale between NRI and the Homeowner(s).

- ☐ Offer Acceptance/Expiration should be no less than 48 business hours from transferee's acceptance of offer to allow time to sign/return fully executed purchase agreement
- ☐ Arbitration and Mediation should be stricken and initialed in the Purchase Contract
- ☐ Option Fee must be \$0
- ☐ 1031 Property Exchange should be stricken and initialed in the Purchase Contract
- ☐ Signed Purchase Contract from the buyer(s), **with NRI Relocation, Inc. shown as seller**
- ☐ **Property Disclosure Addendum Report** signed by buyer (NRI signs disclosures as buyer)
- ☐ **NRI Rider to Contract** signed by buyer(s) and agents as indicated and incorporated by reference into the Purchase Contract
- ☐ Approval letter from buyer's lender or proof of funds matching the terms of the Purchase Contract

*****If offer is contingent on close of buyer(s)' property, also attach:**

- ☐ Purchase agreement for the buyer's property
- ☐ Approval letter from lender being used by our buyer(s)'s buyer

*****Once Purchase Contract has been fully executed the following will be required:**

- ☐ NRI Listing Agreement
- ☐ Hold Harmless addendum (if provided/case-by case)