



The E-Signature Contract Package must also include the following additional items. Please print and complete all required documents. Then scan all of the documents together and upload as one PDF file to the Earnest Money Deposit section at the bottom of the E-Signature Checklist. Please note that not all of these items are required for every case; please only include the items that pertain to your case.

### **1. Earnest Money Deposit (EMD) (required)**

- a. A **COPY** of the Certified/Cashier's Check or U.S. Postal Money Order in the correct amount:
  - i. \$500 for properties with a sales price of \$50,000 or less
  - ii. \$1,000 for properties with a sales price of greater than \$50,000
  - iii. For vacant lots, the EMD is 50% of the list price
  - iv. For GNND purchasers only, 1% of list price (not less than \$500 and not to exceed \$2,000)
- b. Made payable to "[Buyer Select Escrow Company] **OR** [purchaser's name]" or just to "Buyer Select Escrow Company"
- c. **ORIGINAL** Cashier's Check or Postal Money Order delivered to Listing Agent within 2 business days of bid acceptance

### **2. Prequalification Letter or Certification of Cash Funds (required)**

- a. If paying cash, **proof of funds** (e.g. bank statement) must be equal to or greater than purchase price
- b. If obtaining financing, a valid prequalification letter must be included
  - i. Includes purchaser(s) name, type of loan, escrow amount (if any) and amount of prequalification (equal to or greater than purchase price, proof of additional funds may be required if less than purchase price)
  - ii. Must be on lender's letterhead with lender's contact information, including loan officer's email address

### **3. Broker Authorization Letter (as needed)**

- a. If the designated broker for the NAID is unavailable to sign the contract, an alternative broker may be authorized to sign instead by including the completed and signed Broker Authorization Letter

### **4. Investor documentation (as needed)**

- a. If purchaser is an LLC, please include articles of incorporation
- b. If purchasing under a trust, please include trust documentation
- c. Please note that HUD will NOT pay a sales commission to the Selling Agent/Broker if the Investor Purchaser(s) is also the Selling Agent/Broker and/or affiliated with the Selling Agent/Broker. Purchaser is considered affiliated if their brokerage or company shares the same EIN and/or ownership as the Selling Agent/Broker, or if purchaser is an immediate family member of the Selling Agent/Broker.

### **5. Agency Disclosure Form (optional)**

- a. This is your state/local Buyer Representation or Agent Disclosure Agreement, not a BLB Resources or HUD form

Questions regarding how to complete your sales contract package? Please contact our Customer Service Department at (949) 261-9155, or email [CSRDept@blbresources.com](mailto:CSRDept@blbresources.com). Please note BLB Resources does **NOT** process utility activation requests. Please follow the instructions on the utility activation request form for your property, and submit the form to the assigned FSM.

