

## Cartus – Checklist for offers

Note that the home owner's **DO NOT** sign any contract documents. All offers are first verbally negotiated between the buyer(s) and seller(s) and then submitted to Cartus for final approval. This approval process by Cartus can take up to two business days. The expiration date of the buyer(s) offer must allow for a minimum of 48 hours for approval. Cartus does not review/approve offers over the weekend and so keep this in mind when writing in the expiration date of the offer.

**Agent Contract Tool** – this document will be included with all documents attached to the listing in the MLS. The listing agent fills out this document and submits it to Cartus with all verbally negotiated offers. It is included on the MLS so the buyer's agent is aware of all documents needed with each offer.

The following explains the items mentioned on the Agent Contract Tool document. All documents mentioned must be included with any offers submitted to be considered a complete contract package. **Cartus will not approve an offer if all documents are not included and it will delay the offer approval process.**

### 1. Third Party Contract

The Third Party Contract refers to the typical purchase agreement document from the Indiana Association of Realtors that we as agents belonging to Mibor use to write an offer for our buyer clients. **Please be sure to write in the seller as Cartus Financial Corporation.**

### 2. Was the Cartus State Contract used? Y or N

Cartus has their own Purchase Agreement document, however, in Indiana we do not use their contract and we use the typical Purchase Agreement document approved by IAR. So, the Listing Agent will mark this as "N" on the Agent Contract Tool and **the Buyer's Agent will need to have the buyers sign the Cartus Standard Addendum and include it with the purchase agreement submitted.**

### 3. As-Is Sale

If the purchase agreement indicates the home is being purchased in as-is condition then the buyer's will need to sign the Cartus No Repair Addendum and include it as a part of the complete contract package.

### 4. Seller's Real Estate Disclosure (SRED) – file name "Sellers\_Real\_Estate\_Disclosure.pdf"

This document lists all of the disclosures, receipts, and if applicable, any inspections completed or pending. This document must be initialed by the buyer(s) on the lines to the left of each listed item on page 1 & 2 and signed/dated by buyer(s) on page 3.

Line 2 of this document mentions the Home Owner's Real Estate Disclosure. The file name of this document is "hrds.pdf" and it should be attached to the MLS. The Home Owner's Real Estate Disclosure does not need to be signed by the buyer(s) or included with the complete contract package. The buyer(s) simply initial line 2 of this document to acknowledge they have received this document. The Home Owner's Real Estate Disclosure takes place of the Seller's Residential Real Estate Sales Disclosure document that we are used to having the buyer(s) sign and submit with offers.

### 5. Cartus Affiliated Business Disclosures – file name "Affiliated\_Business\_Arrangement\_Buyer.pdf"

Buyer(s) must sign and date the last page and this must be included with the complete contract package.

6. Non-Occupancy Disclosures – file name “non\_occ.pdf”

This is a blank version of the typical Seller’s Residential Real Estate Sales Disclosure document buyer(s) typically sign when submitting an offer. This blank version indicates that Cartus is a non-occupant owner and has no knowledge regarding the property. Buyer(s) must sign and date this document and include with the complete contract package.

7. Lead Paint Addendum

This document will only be included if the home was built prior to 1978. If included, Buyer(s) must sign and date this document and include with the complete contract package.

8. Pre-Qualification Letter

Buyer’s Agents note: The Pre-Qualification Letter must be on lender letterhead including the lender’s contact information, and must reference either the sales price or property address being sold.

9. Proof of Funds (POF)

Buyer’s Agents note: POF is also required if the buyer(s) down payment is \$100,000 or greater. Must be dated within 30 days or most current quarterly statement.

10. Earnest Money

Buyer’s Agents Note: Cartus has minimum earnest money amounts based on sales price

11. Gift Letter

Only required if this is a cash deal and part of the cash is a gift the buyer(s)

12. Sale contingent on the buyer(s) home closing

Buyer’s agents note: If this purchase is contingent on the buyer(s) home closing (must already be pending) then you also need to submit a copy of the other buyer’s purchase agreement and pre-qualification letter and include it with the complete contract package.

Also note, Cartus WILL NOT accept an offer that is contingent upon the buyer(s) current home selling.