



Asset #: _____
Freddie Mac Loan #: _____

Sales Contract Transmittal Form

Date: _____

Street address of home: _____ County: _____

City: _____ State: _____ Zip Code: _____

HomeSteps Contact Name: _____

Purchaser's Name(s): _____

(Deed will be prepared as indicated above.)

Current Address: _____ Phone: () _____

City: _____ State: _____ Zip Code: _____

First Home? Yes No Owner Occupant Second Home Present Tenant Investor **Closing Date:** _____
Sales Price: \$ _____

Financing: Freddie Mac Cash Conventional FHA VA Line of Credit Other _____ **MLS SHEET ATTACHED**

● **SERVICER: (Fill out for Freddie Mac owned only)** RE: _____
(previous borrower name)

Firm Name: _____ Phone: () _____

Contact Name: _____ Phone: () _____

Address: _____ City: _____ State: ___ Zip: _____

● **LISTING BROKER:**

Firm Name: _____ Phone: () _____

Contact Name: _____ Phone: () _____

Address: _____ City: _____ State: ___ Zip: _____

● **SELLING BROKER:**

Firm Name: _____ Phone: () _____

Contact Name: _____ Phone: () _____

Address: _____ City: _____ State: ___ Zip: _____

E-mail address _____

FINANCING LENDER:

Firm Name: _____

Contact Name: _____

Phone: () _____

Address: _____

City: _____ State: ___ Zip: _____

CLOSING AGENT/ATTORNEY:

Firm Name: _____

Contact Name: _____

Phone: () _____

Address: _____

City: _____ State: ___ Zip: _____

TITLE COMPANY: (where applicable)*

Firm Name: _____

Contact Name: _____

Phone: () _____

Address: _____

City: _____ State: ___ Zip: _____

ESCROW COMPANY: (where applicable)

Firm Name: _____

Contact Name: _____

Phone: () _____

Address: _____

City: _____ State: ___ Zip: _____

***Do not open title unless previously instructed to do so.**

- The contract package must contain:**
- Sales Contract with any changes initialed by the purchaser(s).
 - Any additional Addenda or Disclosures, as required by local law to be part of the contract (Lead Paint Disclosure, Disclosure Addenda, etc.) signed by the purchaser(s).
 - Copy of MLS Listing for property if **Freddie Mac** listed as the seller.
 - The appropriate Freddie Mac, HomeSteps or Client Addendum signed by the purchaser(s).
 - Ensure all blank lines are completed, or marked "N/A".
 - Alterations to or deletions of any section(s) are not acceptable. Altered language in the addendum will result in the contract being returned unsigned.
 - Ensure terms and interest rate for Freddie Mac Financing are accurate and available as of the date contract was negotiated.