



How to Send in Contracts and Closings

When sending in your contracts and closings, please follow these steps:

1. Please make sure you have all the necessary forms completed and signed by all parties. This includes the Bilateral Sales & Purchase Agreement, Bilateral Addendum's (if applicable), Estimated Closing Statement, Signed Inventory Sheet(if sold furnished), copy of Buyers Drivers License, and the earnest deposit(wire or cashiers check). Deposits should be given BEFORE you send the contract to the Seller. It is not a deal without a deposit. Please do not hold on to any deposits. They should be wired or deposited within 24 hours.
2. Make sure you are going over the contract with the Buyer to ensure they understand it in full. If you are emailing them the contract, set up a phone call to go over it before they sign.
3. Email your documents to casey@usasellsmobilehomes.com and cc tony@usasellsmobilehomes.com. Tony will take a look at the forms and reach out with any questions or concerns. Incomplete Contracts and Closing forms will not be processed until completed or fixed.
4. If Buyers are using Financing, give yourself 60 days to close. Remember, we can always close before the date on the contract. Please put a \$250 Finance Fee on the Estimated Closing Statement to be paid at closing. If they have not come to you with a pre approval letter, give them our preferred lender list. Finally, get their pre-approval letter to Casey as soon as possible so she can take over the deal with the lender. They have 7 days to obtain the pre-approval after signing the contract.
5. When your buyer has obtained Park Approval, please send the form to Casey and Tony. If the park refuses to sign our form, give Tony a call.
6. Once your clients are ready to close, please fill out the Closing Request form in full and send it in to Casey and Tony. Please allow 48 hours for Closing figures to be processed and sent out. If you would like to close your deal in less than 48 hours, you must reach out to Casey and Tony for approval.
7. Remember, we are all on the same TEAM! We want each and every one of you to be successful. Please be patient with our team as we navigate through this first year in business. We are always here to help.

**WE SINK OR SWIM
TOGETHER
DO THE RIGHT THING
THE RIGHT WAY
WORK HARD
HAVE FUN
BE RESPECTFUL
COMMUNICATE
WE ARE A
TEAM**