
BEFORE YOU BID

Collect the items below and have ready if your bid is awarded

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1. Buyer Occupancy

- ☐ Buyer **will** occupy the home is an Owner-Occupant
- ☐ Buyer **will not** occupy the home is an Investor (Individual Non Occupying Owner LLC/Other corporate entity)

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2. Buyer Type

- ☐ **Individual Buyer(s) (Owner Occupant)**
- ☐ **LLC or Corporate Entity (Investor/Non Owner Occupant Buyer)**

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3. Items Needed to Create a Contract (If Your Bid Is Awarded)

A. Owner Occupants

Buyer Information

- ☐ Names of buyers (up to 4; non-occupying cosigner allowed)
- ☐ Current address
- ☐ Social Security Number(s) or Taxpayer ID (IN/TN) (no exceptions)
- ☐ Individual email address for each buyer

Financial Documentation

- ☐ Copy of earnest money check payable to the Title Company
  "Copy of earnest money check payable the Title Company they will use for closing/to be delivered to the Listing Brokers office when you are notified your bid was awarded."
- ☐ Pre-qualification letter dated within 30 days
  "Showing the loan amount and the loan program the lender will use... FHA loans are processed differently and must show the loan program, anything not FHA financed is called conventional"
- ☐ Proof of funds
  "A bank statement showing the buyers name dated within 30 days showing funds to cover the sales price when the sale is not financed (screen shots from apps do not meet this requirement)."

B. Investors

Entity Information

- ☐ Name of business
- ☐ Current address
- ☐ EIN or TIN number
- ☐ Email address for signer

Financial Documentation

- ☐ Copy of earnest money check payable to the Title Company
  "Will be delivered to the Listing Agents office when you are notified that your bid was awarded."
- ☐ Pre-qualification letter (if financing)
  "Hard money lenders act like a cash sale."
- ☐ Proof of funds
  "A bank statement showing the entities' name dated within 30 days showing funds to cover the sales price."

Corporate Documents

- ☐ Articles of Incorporation
  "Showing the name of the person authorized to spend money noted on a publicly recorded document and include IRS issuance letter for EIN or TIN number"
