

# Fannie Mae Checklist

Please review carefully. Complete and accurate contract needs to be returned within 48 hours. Failure to produce a buyer-signed contract package within this time period may result in termination of offer. Please notify me ASAP of any delays. **You cannot make changes to the bank addendum.**

## Fannie Mae Contract Checklist

- Are buyer's name and property identical on the addendum, contract, and escrow check?
- Up-to-date and accurate contract which matches the addendum and contains the following verbiage: "Pursuant to Section 28 of the Real Estate Purchase Addendum, the document is subject to all terms and conditions set forth in the Real Estate Purchase Addendum."
- Copy of Earnest Money in the form of a cashier's check (made out to seller's attorney).
- Paragraph 16 (page 7 of the addendum): has buyer previously purchased a Fannie Mae property? Check appropriate box.
- Correct buyer's agent contact information on page 9 of the Seller Addendum; if not, cross out mine and write yours in neatly. This is the only change allowed.
- Are all pages of the Seller Addendum initialed by the buyer, including page 13?
- If buyer is an LLC, buyer signs the contract and page 9 of the Seller Addendum as an agent of the company: Proof of authority to sign for an LLC is included with the contract.
- If home is built prior to 1978, The Fannie Mae Lead Paint Addendum is included with the contract. If not, please email listing agent.
- Mortgage Pre-approval Letter included with the contract and/or proof of funds.

*Please be advised: If any of the above is not complete or accurate, it will not be submitted.*