



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? ☐ Owner Occupant ☐ Present Tenant Closing Date: \_\_\_\_\_

☐ Yes ☐ No ☐ Second Home ☐ Investor Sales Price: \$ \_\_\_\_\_

Financing: ☐ Freddie Mac ☐ Cash ☐ Conventional ☐ FHA ☐ VA ☐ MLS SHEET ATTACHED

☐ Line of Credit ☐ Other \_\_\_\_\_

• **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:**
1. Sales Contract with any changes initialed by the purchaser(s).

2. 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).

3. Copy of MLS Listing for property **if Freddie Mac** listed as the seller.

4. The appropriate Freddie Mac, HomeSteps or Client Addendum signed by the purchaser(s).

a. Ensure all blank lines are completed, or marked “N/A”.

b. Alterations to or deletions of any section(s) are not acceptable. Altered language in the addendum will result in the contract being returned unsigned.

c. Ensure terms and interest rate for Freddie Mac Financing are accurate and available as of the date contract was negotiated.