

## **Garman Builders, Inc. Agreement Submittal Procedure**

Garman Builders, Inc. would like to say thank you for submitting an Agreement of Sale. The following items are required along with an Agreement. Please carefully review this list and check off all items that you have included (using the first column). If you are in need of certain forms, please contact the appropriate community sales agent. This checklist needs to be included when submitting Agreement.

### **Items Required with Submittal of Real Estate Agreements**

- \_\_\_ / \_\_\_ Fully executed "New Construction" Agreement
- \_\_\_ / \_\_\_ Garman Builders, Inc. Limited Warranty
- \_\_\_ / \_\_\_ Seller/Contractor Addendum
- \_\_\_ / \_\_\_ Builder Mortgage Advantage Form
- \_\_\_ / \_\_\_ American Eagle Mortgage Funding Affiliated Business Disclosure Notice
- \_\_\_ / \_\_\_ American Eagle Settlements, LLC Affiliated Business Disclosure Notice
- \_\_\_ / \_\_\_ Down Payment made Payable to Garman Builders, Inc.
- \_\_\_ / \_\_\_ Down Payment Guideline Criteria Sheet
- \_\_\_ / \_\_\_ Public Offering Statement if Agreement is for home in:
  - \_\_\_ Fieldcrest at Meadow Valley                      \_\_\_ Cedar Hollow Phase II
  - \_\_\_ Brookview Estates (Town Homes)                      \_\_\_ Clearview Gardens
  - \_\_\_ Wrendale Estates    \_\_\_ Eagleview

### **Settlement/Mortgage Info (if not using American Eagle)**

Settlement Company \_\_\_\_\_ Mortgage Company \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

### **To-Be-Built Homes also Need to Include**

- \_\_\_ / \_\_\_ Signed Specs
- \_\_\_ / \_\_\_ Signed Option Sheet
- \_\_\_ / \_\_\_ Signed Plans

### **Lot Only/Construction Loan**

- \_\_\_ / \_\_\_ Fully Executed "Vacant Land" Agreement
- \_\_\_ / \_\_\_ Seller Addendum
- \_\_\_ / \_\_\_ Transfer Tax Disclosure Notice

#### **Agent Info:**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Cell:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

\_\_\_\_\_  
**Sales Agent's Signature**    **Date**

*\*Please attach Sales Agent business card\**