

TERMS OFFER CHECKLIST

_____ **26-6705** - OFFER TO PURCHASE & CONTRACT OF SALE - ORIGINAL AND 1 COPY COMPLETED FRONT & BACK

_____ **26-6705B** - CREDIT STATEMENT OF PROSPECTIVE PURCHASER - ONE ORIGINAL FOR MARRIED COUPLE; IF PURCHASERS ARE NOT MARRIED, ONE ORIGINAL FOR EACH PURCHASER

_____ **26-6705C** - ADDENDUM TO OFFER TO PURCHASE & CONTRACT OF SALE - ORIGINAL COPY SIGNED BY PURCHASER(S), AGENT & BROKER.

_____ "AS IS ACCEPTANCE STATEMENT & SALES COMMISSION INVOICE - ONE ORIGINAL - SEE EXHIBIT'S SECTION OF VA SALES MANUAL 6/26/96

ALL OF THE ABOVE MUST BE SUBMITTED WITH INITIAL SUBMISSION.

NOTE: COLLECT & HOLD EMD!!!!

ADDITIONAL INFO WHICH MAY BE NEEDED IF OFFER IS ACCEPTED FOR PROCESSING:

_____ ORIGINAL PAY STUB FOR EACH PURCHASER

_____ SIGNED COPIES (COPIES WITH ORIGINAL SIGNATURES) & DATED FEDERAL INCOME TAX RETURNS FOR THE PAST 2 YEARS, TO INCLUDE ALL SCHEDULES. COPIES OF W2'S FOR PAST 2 YEARS

_____ IF ON ACTIVE DUTY: ORIGINAL LEAVE & EARNINGS STATEMENT & VA FORM 26-0160 COUNSELING CHECKLIST

_____ IF SELF-EMPLOYED: A YEAR TO DATE PROFIT AND LOSS & BALANCE SHEET CERTIFIED BY PURCHASER'S ACCOUNTANT

_____ IF RETIRED: COPIES OF AWARD LETTERS FOR SOCIAL SECURITY, RETIRED PAY, AND/OR SUPPLEMENTAL SECURITY INCOME (AS APPLICABLE).

_____ IF PURCHASER HAS RENTAL INCOME: CURRENT COPIES OF LEASES ON RENTAL PROPERTIES & SCHEDULE OF REAL ESTATE OWNED

_____ IF IN RECEIPT OF CHILD SUPPORT: COPY OF COURT ORDER & VERIFICATION OF RECEIPT FOR PREVIOUS 6 MONTHS.

_____ SIGNED STATEMENT FROM PURCHASER(S) REGARDING CHILD SUPPORT PAID. PURCHASER'S AND/OR CO-PURCHASER'S FULL NAMES, TO INCLUDE MIDDLE/ MAIDEN NAMES

_____ NAME, ADDRESS & TELEPHONE NUMBER OF LANDLORD; IF LESS THAN 6 MONTHS, INFO ON PREVIOUS LANDLORD.

_____ IF DEPENDENTS UNDER AGE 12: SIGNED STATEMENT FROM PURCHASER(S) REGARDING CHILD CARE ARRANGEMENTS.

_____ IF RECEIVING A GIFT OF MONEY TO HELP PURCHASE PROPERTY; PROVIDE SIGNED "GIFT LETTER."