

Contract Package – Seller



ALLIANCE

This form must be completed in its entirety.

Transaction Information

Location BHGRE Alliance East BHGRE Alliance West **Agent Name** _____

Property Address _____
House Number Directional Street Name Suffix
City State Zip Code **MLS Number** _____

Status Pending Deal Fell Through Expired / Withdrawn **Closing Date** ____ / ____ / ____

Source of Business (not a Paperless Pipeline field) SOI Website Client Referral Syndication (Zillow, etc.) Corporate Referral
 Open House Sign Call Cartus Other _____

Label Cartus Cartus Corporate Commercial Commercial Land Commercial Lease FSBO HUD Land Lease
 New Build Referred Out REO REO Transaction Broker Traditional Transaction Broker USAA / Navy Federal

Buyer, Seller, Pricing, etc.

More Info

Source of Business _____ (from above)
Year Built _____
County _____
Financing Type _____
Title Company _____
BHGRE Alliance Lock Box? Yes No
Box # _____
Shackle # _____
CBS # _____
BHGRE Alliance Yard Sign? Yes No
Sign # _____
Office Number

Listing Date

____ / ____ / ____

Acceptance Date

____ / ____ / ____

Buyer Name

Seller Name

List Price

\$ _____ , _____

Sale Price

\$ _____ , _____

Total Commission (not required)

\$ _____ , _____

Commission summary

Commission ____ %
Referral? Yes No
Split ____ % (to BHGRE Alliance Agent)
Brokerage giving referral _____
Agent giving referral _____
Brokerage accepting referral _____
Agent accepting referral _____
Mailing address for referral _____

This transaction has outside (co-op) agents

Outside Agent Name / Info _____
Email _____

Traditional Required Documents

- Contract
- Contract Addendum - Required Agency/Radon/Sex Pred (If Applicable)
- Contract Amendment - Extension from X to X (If Applicable)
- Contract Amendment - FHA (If Applicable)
- Contract Amendment - Inspections (If Applicable)
- Contract Amendment - Price Change from X to X (If Applicable)
- Contract Amendment - VA (If Applicable)
- Earnest Money - Check
- Earnest Money - Receipt
- Flood Plain Acknowledgement; with buyer and seller signatures and date
- LBP (If Applicable)
- PCR (If Applicable)
- Settlement Statement – Seller

Referral, when applicable

- Referral Agreement
- Settlement Statement
- W9 for Other Company

LISTING & CLOSING FILE CHECKLIST

ALLIANCE

Listing File	Selling File	
		Required by Kansas Real Estate Commission
<input type="checkbox"/>		Listing agreement (if applicable)
<input type="checkbox"/>		Buyer Agency agreement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Transaction Broker Addendum (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Contract, options, and addendums or amendments
<input type="checkbox"/>	<input type="checkbox"/>	Lot reservation agreement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Any offers to purchase which did not become contracts
<input type="checkbox"/>	<input type="checkbox"/>	Transaction number
		Record of earnest money:
<input type="checkbox"/>		* if deposited in broker's trust account, all records required by regulation 86-3-18
<input type="checkbox"/>		* if held by escrow agent other than broker, receipt pursuant to 58-3062(f)
<input type="checkbox"/>		* release authorizing disbursement on transactions which did not close
<input type="checkbox"/>		* keep trust account transaction ledgers together in number order (not in transaction file)
<input type="checkbox"/>		Net to seller (if in writing)
	<input type="checkbox"/>	Buyer's estimated costs (if in writing)
<input type="checkbox"/>	<input type="checkbox"/>	Closing statement
		Federal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Lead paint disclosure (pre-1978 properties)
	<input type="checkbox"/>	Importance of Home Inspection Disclosure (FHA)
		City Requirements
<input type="checkbox"/>		Copy of well/septic inspection request
<input type="checkbox"/>		Copy of well/septic inspection report
		Good Business Practice
<input type="checkbox"/>	<input type="checkbox"/>	Acknowledgment of Real Estate Brokerage Relationships Brochure
<input type="checkbox"/>		Copy of the CMA prepared for the Seller
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Courthouse printout
<input type="checkbox"/>		Send MLS printout and fliers for Seller's signature
<input type="checkbox"/>	<input type="checkbox"/>	Copy of MLS printout
<input type="checkbox"/>		MLS profile sheet
<input type="checkbox"/>		Preliminary title report
<input type="checkbox"/>	<input type="checkbox"/>	Property condition report with appropriate signatures
<input type="checkbox"/>		Request for loan verification
<input type="checkbox"/>		Showing instructions
<input type="checkbox"/>		MLS changes
	<input type="checkbox"/>	Buyer's estimated costs
	<input type="checkbox"/>	Copy of CMA prepared for the Buyer (if a Buyer's Agent)
<input type="checkbox"/>	<input type="checkbox"/>	Title binder
<input type="checkbox"/>	<input type="checkbox"/>	Termite inspection report
	<input type="checkbox"/>	Inspection reports (home inspection and others)
	<input type="checkbox"/>	Copy of well/septic inspection report
<input type="checkbox"/>		Authorization for placement of sold sign or rider
<input type="checkbox"/>	<input type="checkbox"/>	Acceptance or rejection of home warranty program
<input type="checkbox"/>	<input type="checkbox"/>	Copy of improvement location certificate
<input type="checkbox"/>	<input type="checkbox"/>	Property acceptance agreement

Moving Checklist

Please use this moving checklist as a general guide to help keep you organized during this exciting time.

Change your address

- Banks
- Credit Cards
- Subscriptions
- Medical Provider(s)
- Post Office - www.changemypostaladdress.com
- Vehicle, Tags, and Title – (316) 660-9110 – Main Office is located at 200 W Murdock.
- Driver's License – (316) 821-9920 – 1823 W 21st N – MUST do this within 10 days of move
- Voter Registration

Contact Necessary Service Providers

Your agent has access to information and specials from dozens of local providers.

- Movers
- Inspectors
- Professional Cleaners
- Painters
- Pest Control
- And, MANY more

Transfer insurance

Contact your insurance provider for availability of special instance coverage to protect your possessions during the move.

Transfer or set up utilities, cable/internet, etc.

Electric

Westar Energy

www.westarenergy.com
(800) 383-1183

- There is a 24-hour notice required for transfer of or setup of new service. Technicians perform these duties Monday through Friday only. This can be scheduled up to 60 days in advance.

For areas outside the Wichita metropolitan area, visit kcc.state.ks.us/maps/maps.htm or call 1 (800) 662-0027 to identify and contact your local service provider.

Water

Wichita Water

www.wichita.gov/CityOffices/WaterAndSewer
(316) 265-1300

- There is a 24-hour notice required for transfer of or setup of new service.
- New customers of Wichita Water may be required to pay a credit-based deposit to start service. This payment is made via direct bank transfer. Deposit can be waived with a letter of credit from the most recent utility provider. Call your previous service provider for this letter.
- For homes with no active water service, someone over the age of 18 will need to be present before the utility can be turned on. If the water is already running in the home, no one will need to be present.

For areas outside the Wichita metropolitan area, visit kwra.net/mapovers/index.shtml or call 1 (888) 526-9283 to identify and contact your rural water district.

East Office

(316) 688-0077
1720 N Webb Rd, Ste 102
Wichita, Kansas 67206

We're here to help!

West Office

(316) 927-2222
6617 W Central Ave
Wichita, Kansas 67212

Moving Checklist

Gas

Two companies service the Wichita metropolitan area. You will need to contact the providers below to determine which serves your address.

Kansas Gas Service

www.kansasgasservice.com
(800) 794-4780

- There is a 48-hour notice required for transfer of or setup of new service. Technicians perform these duties Monday through Friday only.
- A deposit is required to start service. This payment is made via direct bank transfer. Deposit can be waived with a letter of credit from the most recent utility provider. Call your previous service provider for this letter.
- For homes with no active gas service, someone over the age of 18 will need to be present before the utility can be turned on. If the water is already running in the home, no one will need to be present.

Black Hills Energy

www.blackhillsenergy.com
(888) 890-5554

- There is a 48-hour notice required for transfer of or setup of new service. Technicians perform these duties Monday through Friday only.
- Typically, there is no deposit required. Those with an outstanding balance with Black Hills Energy may be asked to submit a deposit.
- For homes with no active gas service, someone over the age of 18 will need to be present before the utility can be turned on. If the water is already running in the home, no one will need to be present.

For areas outside the Wichita metropolitan area, the most common gas utility service providers include:

Atmos Energy
www.atmosenergy.com
(888) 286-6700

American Energies Gas Service, LLC
(620) 628-4424, no website

Trash

There are many trash service providers in the Wichita metropolitan area. Below are two of the most popular options. To find out pickup day, call the service provider directly.

Waste Connections

www.wasteconnectionswichita.com
(316) 838-4920

Waste Management

www.wm.com
(316) 945-3900

Cable/Telephone/Internet

There are a few companies in town, including ones for satellite television. Below are two of the most popular options.

Cox Communications

www.cox.com
(316) 262-0661

AT&T U-Verse

www.attexperts.com/kansas/wichita
(316) 773-2355

For areas outside the Wichita metropolitan area, the most common telephone service providers include:

Southern Kansas Telephone Company, Inc.
(888) 758-8976
United Telephone Company of Kansas
(800) 794-9999

Haviland Telephone Company, Inc.
(620) 862-5211
Kan-Okla Telephone Association, Inc.
(620) 845-5682

Newspaper

The Wichita Eagle

www.kansas.com
(316) 268-6344

East Office

(316) 688-0077
1720 N Webb Rd, Ste 102
Wichita, Kansas 67206

We're here to help!

West Office

(316) 927-2222
6617 W Central Ave
Wichita, Kansas 67212

Resource List

Information provided to you by the owner, developer, real estate agent, or others involved in this transaction may change. If any of this information is important to you, you should check for yourself. These numbers are provided by the Wichita Area Association of REALTORS® to assist you.

Wichita City Departments

Annexation	268-4391
Clerk	268-4529
Drainage	268-4625
Fire (general information)	268-4451
Floodplain information	268-4624
Landscape Plan	268-4175
Permits	268-4460
Police Department (crime stats)	268-4258*
Road/Highway Planning	268-4391
Sewer	268-4504
Special Assessments	268-4526
Subdivision Platting	268-175
Taxes (general)	660-9110
Traffic Count	268-4391
Utility and Right-of-Way	268-4430
Vacations (setback, easement, etc.)	268-4175
Water	268-4504
Zoning	268-4421

*available www.wichitapolice.com

Sedgwick County Departments

Clerk	660-9222
Floodplain information	660-1840
Permits	383-7951
Register of Deeds	660-9400
Sheriff's Department (crime stats)	660-5300
Special Assessments	660-9210
Stormwater Projects	383-7901
Traffic Count	383-7901
Utility and Right of Way	383-7901
Water Well Inspections	268-8351

Area School Districts*

Andover (USD 385)	218-4660
Argonia (USD 359)	620-435-6311
Augusta (USD 402)	775-5484
Burrton (USD 369)	620-463-3840
Belle Plaine (USD 357)	620-488-2288
Bluestem (USD 205)	742-3261
Caldwell (USD 360)	620-845-2511
Cheney (USD 268)	316-542-3512
Circle (USD 375)	541-2577
Conway Springs (USD 356)	316-456-2961
Douglass (USD 396)	747-3300
Derby (USD 260)	788-8400
El Dorado (USD 490)	316-322-4800
Goddard (USD 265)	794-4000
Halstead (USD 440)	316-835-2641
Haven (USD 312)	620-465-3445
Haysville (USD 261)	554-2200
Hesston (USD 460)	620-327-4931
Maize (USD 266)	722-0614
Mulvane (USD 263)	777-1102
Newton (USD 373)	316-284-6200
Oxford (USD 358)	620-455-2227
Remington-Whitewater (USD 206)	799-2115
Renwick (USD 267)	444-2165
Rose Hill (USD 394)	776-3300
Sedgwick (USD 439)	772-5783
South Haven (USD 509)	620-892-5216
Valley Center (USD 262)	755-7100
Wellington (USD 353)	620-326-4300
Wichita (USD 259)	973-4000
Winfield (USD 465)	620-221-5100

* www.ksbe.state.ks.us/pubs.html

Neighboring City Offices

Andover	733-1303
Augusta	775-4510
Bel Aire	744-2451
Belle Plaine	620-488-3433
Bentley	796-1799
Benton	778-1625
Burrton	620-463-4545
Cheney	316-540-3622
Clearwater	316-584-2311
Colwich	796-1025
Conway Springs	620-456-2345
Derby	788-1519
Douglass	747-2109
Eastborough	682-4111
El Dorado	316-321-9100
Garden Plain	531-2321
Goddard	794-2441
Halstead	316-835-2286
Haven	620-465-3618
Haysville	529-5900
Hesston	620-327-4412
Kechi	744-9287
Leon	742-3438
Maize	722-7561
Mulvane	777-1143
Newton	316-284-6000
Oxford	620-455-2223
Park City	744-2026
Potwin	620-752-3422
Rose Hill	776-2712
Sedgwick	772-5151
Towanda	316-536-2243
Udall	620-782-3512
Valley Center	755-7310
Wellington	620-326-2811
Whitewater	799-2445
Winfield	620-221-5500

Neighboring County Offices

Butler	316-322-4239
Cowley	620-221-5495
Harvey	316-284-6842
Sumner	620-326-3395

Health Departments

Butler	316-321-3400
Sedgwick	660-7300
Harvey	316-283-1637
Sumner	620-326-2774

Utilities

Aquila Gas	800-303-0752
City of Wichita Water	265-1300
Cox Cable	877-892-5238
Kansas Gas & Electric	383-8600
Southwestern Bell Telephone	800-464-7928

Miscellaneous

Kansas Bureau of Investigation	337-6100
Development Assistance Center	268-4371

CONTRACT ADDENDUM FOR PURCHASE AND SALE OF REAL ESTATE

ALLIANCE

1 Buyer(s): _____

2 Seller(s): _____

3 Property Address: _____

4 The following is incorporated and made a part of the real estate purchase contract covering captioned property,
5 dated _____ by and between the undersigned.

6 Additional terms and conditions:

7

8

9

10

11

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19

20 **THIS DOCUMENT IS PART OF A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT ADVICE.**
21 **BROKER RECOMMENDS TO BUYER AND SELLER TO RETAIN INDEPENDENT LEGAL COUNSEL TO ANSWER ANY**
22 **LEGAL QUESTIONS INVOLVED IN ANY REAL ESTATE TRANSACTION.**

23

24 _____ Date _____ Date

25

26 _____ Date _____ Date

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CONTRACT AMENDMENT

ALLIANCE

1 The terms of the Contract for Purchase and Sale of Real Estate dated _____,
2 between _____ as Buyer(s)
3 and _____ as Seller(s),
4 covering property commonly known as _____.

5 is hereby amended as follows:

6
7
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17

18 All other terms and conditions of the contract shall remain the same.

19 Buyer _____ Seller _____

20 Print Name _____ Print Name _____

21 Date _____ Time _____ Date _____ Time _____

22 Buyer _____ Seller _____

23 Print Name _____ Print Name _____

24 Date _____ Time _____ Date _____ Time _____

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ALLIANCE

FINAL WALK-THROUGH AND PROPERTY ACCEPTANCE

1 Reference is made to certain Real Estate Purchase Contract Dated _____,
2 by and between _____, Seller(s),
3 and _____, Buyer(s),
4 covering property commonly known as: _____
5 _____.

6 BUYER INITIAL ONE:

7 _____ Buyer has chosen to waive the right for a final walk through. Buyer agrees to accept
8 the property in its present condition without warranty by the Seller or the Broker(s), unless
9 it is expressly set forth in the Real Estate Purchase Contract or is specifically implied by
10 Kansas Law.

11 or

12 _____ Buyer has made a final walk-through inspection of the above-described property.
13 Buyer has physically inspected the general condition of the property.

14 BUYER AGREES THAT:

- 15
- 16 1. All systems appear to be in working condition.
 - 17 2. All items to be left with the property as specified in the contract are in place.
 - 18 3. The general condition of the premises is acceptable.
 - 19 4. Any required and agreed upon repairs have been completed to Buyers' satisfaction.
 - 20 5. They have been advised to change all locks, garage door and security codes upon
21 taking possession.

22 The Buyer(s) and Seller(s) agree that the condition of said property has not changed since the signing of
23 the Real Estate Purchase Contract with the exception of any repairs or revisions as agreed to in writing
24 by both parties or requirements by an appraiser or lender.

25 _____
26 Buyer Date Seller Date

27 _____
28 Buyer Date Seller Date

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