



All documents must be fully completed, signed, legible and returned to

Hawkins Realty Group

Any documents missing or changed will delay or prevent presentation of your offer.

Offer Guidelines

By signing below I am stating that I understand and agree with the policies and terms set by Hawkins Realty Group as stated below.

As the Purchaser of the property located on the offer submission form (see attached) I agree to and is held responsible for the following:

- ✓ Purchaser is responsible for all current and delinquent water bills
- ✓ Purchaser is responsible for all inspections including city inspection
- ✓ Purchaser understands that this property is being purchase "AS IS"
- ✓ Purchaser will pay a \$400 processing fee at closing to Hawkins Realty Group
- ✓ Purchaser understand taxes are not paid at closing by the seller and there may be at least 2 years of back taxes due and owing
- ✓ Purchaser understands to obtain legal counsel for any concerns prior to closing

Agent's Signature

Purchaser's Signature

____/____/____
Date:

____/____/____
Date:

243 W. Congress: Ste. #350, Detroit, MI 48226

(P):313-263-1668

(F):313-432-6000



Offer Submission Form

(fill out completely)

| | | |
|--|---------------------------------|-------------------------------|
| Property Address: | Property City: | Property State: |
| Agent Full Name: | Agent Office: | Agent Email Address: |
| Agent Office Address: | Agent City: | Agent State/Zip: |
| Buyer Type: (please check) ___ Cash ___ Conv ___ FHA ___ FHA203 ___ Investor ___ Owner Occupant | Buyer Full Name: | Buyer Telephone # |
| Buyer Address: | Buyer City: | Buyer State/Zip: |
| Purchase Amount \$ _____.____ | Deposit Amount \$ _____.____ | Closing Cost \$ _____.____ |

Private Home Inspection ___ Yes ___ No ___ # of days

Buyer Full Name (2) _____

| |
|-------------------|
| Additional Terms: |
|-------------------|

| | |
|-------------------------------|-----------------------------|
| Lender Information | Loan Officer Email Address: |
| Mortgage Amount \$ _____.____ | Mortgage Company: |
| Loan Office/ Processor: | Telephone No: |

Agent Signature: _____

_____/_____/_____



FINAL WATER READ NOTICE

Buyer's agent and buyer are aware that they are responsible for ordering and obtaining a final water and or sewer bill on the property prior to closing.

Listing Broker//Hawkins Realty Group will not be held responsible for any water and or sewer bills. Buyer's agent and buyer will hold Listing Broker/Agent harmless.

Once the final water and or sewer bill is obtained, please submit to both the title company and the listing agent. The seller will pay the water and or sewer bill at closing if the final bill is submitted to the title company prior to closing. It is the buyer's agent/buyers responsibility to verify the final water bill.

Please be advised that when a final water read and or sewer bill is ordered it is a possibility that the Buyer's Agent or the Buyer may have to meet the municipality at the home so that they may do the reading.

You can find the municipalities water/sewer department online or in the yellow pages.

Buyer: _____

Date: ____/____/____

Buyer: _____

Date: ____/____/____

Buyer _____
Agent:

Date: ____/____/____



Utility Agreement

1. The purchaser is responsible for turning on all utilizes-GAS, ELECTRIC, WATER-for any home inspections.
2. It is the purchasers responsibility to coordinate with the local utility companies to have utilities turned on and off at purchasers expense.
3. If the buyer does not turn on utilities, causing cancellation of the inspection, it is NOT the fault of the listing agent.
4. The purchaser further agrees to have all utilities transferred into the buyers name at the time of closing and to provide proof of such in the form of a confirmation letter.

Buyer: _____ Print Name: _____ Date: ____/____/____

Buyer: _____ Print Name: _____ Date: ____/____/____

Buyer _____ Date: ____/____/____
Agent:

Seller's Disclosure Statement

H

Property Address: _____ MICHIGAN
 _____ Street _____ City, Village or Township

Purpose of Statement: This statement is a disclosure of the condition of the property in compliance with the Seller Disclosure Act. This statement is a disclosure of the condition and information concerning the property, known by the Seller. Unless otherwise advised, the Seller does not possess any expertise in construction, architecture, engineering or any other specific area related to the construction or condition of the improvements on the property or the land. Also, unless otherwise advised, the Seller has not conducted any inspection of generally inaccessible areas such as the foundation or roof. **This statement is not a warranty of any kind by the Seller or by any Agent representing the Seller in this transaction, and is not a substitution for any inspections or warranties the Buyer may wish to obtain.**

Seller's Disclosure: The Seller discloses the following information with the knowledge that even though this is not a warranty, the Seller specifically makes the following representations based on the Seller's knowledge at the signing of this document. Upon receiving this statement from the Seller, the Seller's Agent is required to provide a copy to the Buyer or the Agent of the Buyer. The Seller authorizes its Agent(s) to provide a copy of this statement to any prospective Buyer in connection with any actual or anticipated sale of the property. The following are representations made solely by the Seller and are not the representations of the Seller's Agent(s), if any. **This information is a disclosure and is not intended to be a part of any contract between Buyer and Seller.**

Instructions to the Seller: (1) Answer ALL questions. (2) Report known conditions affecting the property. (3) Attach additional pages with your signature if additional space is required. (4) Complete this in your own hand. (5) If some items do not apply to your property, check NOT AVAILABLE. If you do not know the facts, check UNKNOWN. **FAILURE TO PROVIDE A PURCHASER WITH A SIGNED DISCLOSURE STATEMENT WILL ENABLE A PURCHASER TO TERMINATE AN OTHERWISE BINDING PURCHASE AGREEMENT.**

Appliances/Systems/Services: The items below are in working order. The items listed below are included in the sale of the property only if the purchase agreement so provides.)

| | Yes | No | Unknown | Not Available | | Yes | No | Unknown | Not Available |
|-------------------------------------|-----|----|---------|---------------|---------------------------|-----|----|---------|---------------|
| Range/oven | | | | | Laundry system | | | | |
| Dishwasher | | | | | Water heater | | | | |
| Refrigerator | | | | | Plumbing system | | | | |
| Hood/fan | | | | | Water softener | | | | |
| Disposal | | | | | Conditioning | | | | |
| TV antenna, TV receiver & controls | | | | | Well & pump | | | | |
| Electric System | | | | | Septic tank & drain field | | | | |
| Garage door opener remote control | | | | | Sump pump | | | | |
| Alarm system | | | | | City water system | | | | |
| Intercom | | | | | City sewer system | | | | |
| Central vacuum | | | | | Central air conditioning | | | | |
| Attic fan | | | | | Central heating system | | | | |
| Pool heater, wall liner & equipment | | | | | Wall furnace | | | | |
| Microwave | | | | | Humidifier | | | | |
| Trash compactor | | | | | Electronic air filter | | | | |
| Ceiling fan | | | | | Solar heating system | | | | |
| Sauna/hot tub | | | | | Fireplace & chimney | | | | |
| Washer | | | | | Wood burning system | | | | |
| | | | | | Dryer | | | | |

Explanations (attach additional sheets, if necessary): _____

UNLESS OTHERWISE AGREED, ALL HOUSEHOLD APPLIANCES ARE SOLD IN WORKING ORDER EXCEPT AS NOTED, WITHOUT WARRANTY BEYOND DATE OF CLOSING.

Property conditions, improvements & additional information:

- Basement/Crawlspace:** Has there been evidence of water? yes _____ no _____
 If yes, please explain: _____
- Insulation:** Describe, if known: _____
 Urea Formaldehyde Foam Insulation (UFFI) is installed? unknown _____ yes _____ no _____
- Roof:** Leaks? yes _____ no _____
 Approximate age, if known: _____
- Well:** Type of well (depth/diameter, age and repair history, if known): _____
 Has the water been tested? yes _____ no _____
 If yes, date of last report/results: _____

Seller's Disclosure Statement

Property Address: _____ MICHIGAN
 _____ Street _____ City, Village or Township

5. **Septic tanks/drain fields:** Condition, if known: _____
6. **Heating system:** Type/approximate age: _____
7. **Plumbing system:** Type: copper _____ galvanized _____ other _____
 Any known problems? _____
8. **Electrical system:** Any known problems? _____
9. **History of Infestation,** if any: (termites, carpenter ants, etc.) _____
10. **Environmental problems:** Are you aware of any substances, materials or products that may be an environmental hazard such as, but not limited to, asbestos, radon gas, formaldehyde, lead-based paint, fuel or chemical storage tanks and contaminated soil on property.

 If yes, please explain: _____
 unknown _____ yes _____ no _____
11. **Flood Insurance:** Do you have flood insurance on the property? _____
 unknown _____ yes _____ no _____
12. **Mineral Rights:** Do you own the mineral rights? _____
 unknown _____ yes _____ no _____

Other Items: Are you aware of any of the following:

1. Features of the property shared in common with adjoining landowners, such as walls, fences, roads and driveways, or other features whose use or responsibility for maintenance may have an effect on the property? _____
 unknown _____ yes _____ no _____
2. Any encroachments, easements, zoning violations or nonconforming uses? _____
 unknown _____ yes _____ no _____
3. Any "common areas" (facilities like pools, tennis courts, walkways or other areas shared with others), or a homeowners' association with any authority over the property? _____
 unknown _____ yes _____ no _____
4. Structural modifications, alterations or repairs made without necessary permits or licensed contractors? _____
 unknown _____ yes _____ no _____
5. Settling, flooding, drainage, structural or grading problems? _____
 unknown _____ yes _____ no _____
6. Major damage to the property from fire, wind, floods, or landslides? _____
 unknown _____ yes _____ no _____
7. Any underground storage tanks? _____
 unknown _____ yes _____ no _____
8. Farm or farm operation in the vicinity or proximity to farm, airport, shooting range, etc.? _____
 unknown _____ yes _____ no _____
9. Any outstanding utility assessment or fees, including any natural gas main extension surcharge? _____
 unknown _____ yes _____ no _____
10. Any outstanding utility assessments or fees? _____
 unknown _____ yes _____ no _____
11. Any pending litigation that could affect the property or the Seller's right to convey the property? _____
 unknown _____ yes _____ no _____

If the answer to any of the above questions is yes, please explain. Attach additional sheets, if necessary: _____

The Seller has lived in the residence on the property from _____ (date) to _____ (date).
 The Seller has owned the property since _____ (date).
 The Seller has indicated above the conditions of the property based on information known to the Seller. If any changes occur in the structural/mechanical/appliance systems of this property from the date of this form to the date of closing, Seller will immediately disclose the changes to Buyer. In no event shall the parties hold the Broker liable for any representations not directly made by the Broker or Broker's Agent.

Seller certifies that the information in this statement is true and correct to the best of Seller's knowledge as of the date of Seller's signature.

BUYER SHOULD OBTAIN PROFESSIONAL ADVICE AND INSPECTIONS OF THE PROPERTY TO MORE FULLY DETERMINE THE CONDITION OF THE PROPERTY. THESE INSPECTIONS SHOULD TAKE INDOOR AIR AND WATER QUALITY INTO ACCOUNT, AS WELL AS ANY EVIDENCE OF UNUSUALLY HIGH LEVELS OF POTENTIAL ALLERGENS INCLUDING, BUT NOT LIMITED TO, HOUSEHOLD MOLD, MILDEW AND BACTERIA.

BUYERS ARE ADVISED THAT CERTAIN INFORMATION COMPILED PURSUANT TO THE SEX OFFENDERS REGISTRATION ACT, 1994 PA 295, MCL 28.721 TO 28.732 IS AVAILABLE TO THE PUBLIC. BUYERS SEEKING SUCH INFORMATION SHOULD CONTACT THE APPROPRIATE LOCAL LAW ENFORCEMENT AGENCY OR SHERIFF'S DEPARTMENT DIRECTLY.

BUYER IS ADVISED THAT THE STATE EQUALIZED VALUE OF THE PROPERTY, PRINCIPAL RESIDENCE EXEMPTION INFORMATION, AND OTHER REAL PROPERTY TAX INFORMATION IS AVAILABLE FROM THE APPROPRIATE LOCAL ASSESSOR'S OFFICE. **BUYER SHOULD NOT ASSUME THAT BUYER'S FUTURE TAX BILLS ON THE PROPERTY WILL BE THE SAME AS THE SELLER'S PRESENT TAX BILLS. UNDER MICHIGAN LAW, REAL PROPERTY OBLIGATIONS CAN CHANGE SIGNIFICANTLY WHEN PROPERTY IS TRANSFERRED.**

Seller _____ Date: _____

Seller _____ Date: _____

Buyer has read and acknowledges receipt of this statement.

Buyer _____ Date: _____ Time _____

Buyer _____ Date: _____ Time _____

Disclaimer: This form is provided as a service of the Michigan Association of REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan Association of REALTORS® is not responsible for use or misuse of form for misrepresentation or for warranties made in connection with the form.



LEAD-BASED PAINT SELLER'S DISCLOSURE FORM

Property Address _____
Street _____
City, Village, Township _____ MICHIGAN _____

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

I. Seller's Disclosure (initial)

_____ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):
☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):

_____ (b) Records and reports available to the seller (check one below):
☐ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below):

☐ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Seller certifies that to the best of his/her knowledge, the Seller's statements above are true and accurate.

Seller(s)

Date: _____

Date: _____

II. Agent's Acknowledgment (initial)

_____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Agent certifies that to the best of his/her knowledge, the Agent's statement above is true and accurate.

Agent

Date: _____

III. Purchaser's Acknowledgment (initial)

_____ (a) Purchaser has received copies of all information listed above.

_____ (b) Purchaser has received the federally approved pamphlet *Protect Your Family From Lead In Your Home*.

_____ (c) Purchaser has (check one below):

☐ Received a 10-day opportunity (or other mutually agreed upon period) to conduct a risk assessment or inspection of the presence of lead-based paint or lead-based paint hazards; or

☐ Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Purchaser certifies to the best of his/her knowledge, the Purchaser's statements above are true and accurate.

Purchaser(s)

Date: _____