

Home South Communities

Agent Checklist for New Contracts

- ☐ Purchase Agreement
- ☐ Builders Addendum
- ☐ Pre-Approval Letter
- ☐ Upgrade Check (if applicable)
- ☐ Signed Upgrade Sheet
- ☐ Signed Available Homes Sheet
- ☐ Signed Floor Plan Rendering (marked location for upgrades if applicable)
- ☐ Signed Standard Features Sheet
- ☐ Signed LA New Home Warranty Act
- ☐ Selections Sheet – Signature required on pre-selected colors for all contracts.
- ☐ Buyer Information Sheet
- ☐ Walk Thru Addendum
- ☐ Homeowner Orientation form
- ☐ Contingency Agreement (if applicable)