

CUSTOMER NAME: _____

ADDRESS: _____ SALESPERSON: _____

SUBMIT THIS FORM WITH RELEASE PAPERWORK (OR NOTICE OF RELEASE)

RELEASE PROCEDURES/REQUIRED PAPERWORK:

(Make sure ALL documents are checked "signed" in the computer)

- Customer Summary – All features added to home
- New Home Application – Customer information (complete as much information as possible and update with missing details ASAP)

PLEASE INCL. NAME & ADDRESS FOR ATTY, BROKER, & BANK - PLUS PHONE NUMBER FOR PURCHASER(S). PLEASE COMPLETE Mr., Mrs., Dr. etc. if known.

****NEW** NEED EMAIL ADDRESSES FOR ATTORNEY, BANK & REALTOR (IF APPLICABLE)**

- Realtor Registration Form required for all realtor-assisted deals**
- Driver's License for ALL Purchasers (names must match SK)
- Deposit Receipt (*All Payment Plans must be approved*)
- **NEW** NEED FAIR HOUSING DISCRIMINATION & AGENCY DISCLOSURE**

FORM (SHARED DRIVE/MARKETING/FORMS) WITH EVERY DEPOSIT

- W-9 forms for HOA & CPS-7 communities ONLY (Need for ALL Purchasers)
Social Security # must be provided for ALL Single-family Purchasers
- Deposit Escrow Agreement for HOA & CPS-7 communities ONLY (**Original & 2 Copies**)
- Contract – Original & 2 copies of all Supplements, Addendums, Warranty Receipt, Discounts, Release of Mortgage, Release of Sale of House, Delivery Date Addendum, Jobsite Waiver of Liability, Final Plans Addendum, etc.

- Promotional Addendums (**Original & 2 copies**)
- Concrete Addendum (**Original & 2 copies**)
- Release to Selections Checklist (**1 copy**)

- Initialed Plot Plan (**1 copy**)
- Sketch of home with their selections marked (**1 copy**)

Key Target Dates (Note: **Preview Night same week as RFC**) (**1 copy**) **PLEASE NOTE:** The home **WILL NOT** release if there are outstanding special quotes or a verbal approval has not been received from the purchaser.

It is preferred that **ALL Outstanding Special Quotes (structural AND non-structural) be resolved prior to release** instead of having Coordinator follow-up. If time does not permit for purchaser to sign documents, produce in system & bring in signed paperwork early the following week.

***These documents are not required for Models/Specs but must include mailbox, hardwood, Model/Spec Home Addendum, etc. as needed by Coordination.**

**SPEC PACKAGE
(CHECK TO CONFIRM)**

2022 ____ @ CURRENT PRICING

2021 ____ @ OLD PRICING

MODEL/SPEC ____ w/Addenda

**WHEN CUSTOMER EXPECTS TO
COME IN FOR APPOINTMENTS:**

PREVIEW: WK. OF _____
(Same as Week of Release)

1ST MTG.: WK. OF _____
(1 week after release)

**DOES DELIVERY DATE
COINCIDE WITH THESE DATES?**

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