



MARRANO *homes*

Standard Operating Procedures for all Build Orders and Spec Home Purchases

- Buyer information-PLEASE INCL. NAME, ADDRESS & EMAIL FOR ATTY, BROKER, & BANK - PLUS PHONE NUMBER FOR PURCHASER(S).
- Realtor Registration Form required for all realtor-assisted deals
- Driver's License for ALL Purchasers
- Deposit Receipt (*All Payment Plans must be approved*) – Please note if it will be a wire transfer.
- FAIR HOUSING DISCRIMINATION & AGENCY DISCLOSURE
- Northwest Bank W-9 forms for HOA & CPS-7 communities ONLY
- Deposit Escrow Agreement for HOA & CPS-7 communities ONLY
- Contract – Paper or DocuSign
- Closing Date – MUST ENTER THIS INFORMATION
- Release to Selections Checklist
- Plot Plan
- Sketch of home with selections marked
- Key Target Dates - Meetings will be scheduled: Design Center tour – 1 week after release, Coordination meeting – 2 weeks after release

ALL STRUCTURAL ITEMS MUST BE FINALIZED PRIOR TO RELEASE BEING SUBMITTED.

PAULA R. GRIMM
Notary Public, State of New York
No. 01GR6335890
Qualified in Erie County 2028
Commission Expires Jan. 19, 2028

Paula R. Grimm