

## **Disclosure Explanations & Instructions**

**Congratulations on your purchase! Palmetto Preferred Properties appreciates your business. Below, please find instructions about where to send the fully signed disclosures as well as some brief explanations about the forms. ALL FORMS MUST BE FAXED OR MAILED NO LATER THAN 3 BUSINESS DAYS AFTER REQUESTING THEM.**

1. Please keep a copy of your signed forms for your file. Where to send these signed forms for our firm:

You may fax to: (864) 882-3444 or send by mail:

Palmetto Preferred Properties  
Attn: Danny Mimms, Broker-in-Charge  
PO Box 368  
Seneca, SC 29679

### **Brief Explanation of the Forms & Disclosures:**

#### **1. Agency Disclosure Form (aka Consumer Information on Agency Relationships)**

SC and Georgia law require all buyers to understand the legal definitions of various types of agents. In this case, we represent you the buyer as a “client” and we are a buyer’s agent. We rarely act as a dual agent, meaning we are agents for the seller and the buyer simultaneously. We will tell you when we are dual agents and will complete the forms accordingly. Please read, print your name where indicated and sign and date prior to executing the purchase agreement.

#### **2. Buyer-Broker Agreement**

This is another state-prescribed form. It outlines our legal duty to you as the buyer as well as the obligations you have as a buyer to perform in good faith. The form also outlines what type of property we are helping you with which designates the purpose of our business relationship. It also explains other concepts such as dispute resolution, how agents get paid and other real estate related stipulations. Please initial each page, date and sign where indicated.

#### **3. Mortgage Notice & Closing Disclosure**

This information is highly important. All buyers need to carefully read and understand the mortgage and closing procedures, particularly the mortgage requirements. All buyers are required to follow the instructions in the Mortgage notice and notify our office in writing (email is fine) when a loan commitment letter and full loan approval is obtained by the times outlined in this form. Do not change lenders less than 30 days before closing without Broker and Builder approval. Buyers are responsible for having a fully executed copy of their purchase agreement and supplying a copy of this directly to their lender. A fully executed copy is signed by BOTH buyer and seller (or builder).

#### **4. Data Fact Sheet**

All buyers must fill out this form in its entirety. A handy tool is listed at the bottom of the form giving you general tips for getting ready for the closing of your purchase. Our closing department relies on this information to be detailed and it is necessary for closing your file properly.

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### **5. Home Inspection Advisory**

We do not perform home inspections and are not licensed to do home inspections of any kind. We strongly recommend that all buyers hire a professional home inspector to inspect their properties prior to closing. A final walk through inspection for a builder is not the same as a professional home inspection.

### **6. Marshall Reddick Notice**

This is a disclosure form advising you that we pay the Marshall Reddick Network a referral fee. This is how Dr. Reddick pays his staff and the persons who do area research, mentoring and other related services.

### **7. Buyer of Multiple Units**

This disclosure does not apply to all buyers. If it does not apply to you, please disregard. This disclosure applies to buyers buying more than one unit or one house in a single neighborhood or close geographic area, which can be higher risk. Buyers need to understand that all or some of the properties may not rent immediately and he or she needs to be in a strong financial position to deal with that potential situation. Handling multiple mortgages is for a sophisticated and experienced investor and inherently contains risks. Each buyer is free to buy as he or she chooses; this form points out some angles when buying multiple properties.

### **8. Property Management Disclosure**

Our firm does not handle property management. Buyers can use any property manager at any time. As a courtesy, we find affordable property managers for our clients though they are not required to use them and we cannot be responsible for their performance. We urge buyers to interview a property manager prior to entering into a property management agreement.