

## ONCE THE BID HAS BEEN AWARDED

Upon bid award, an email notification is sent to the selling agent. This email will include a web-link to our forms page where you can print off the most current version of the Sales Contract package and other required forms.

## EARNEST MONEY GUIDELINES

Always ensure Earnest Money is payable as outlined in the Earnest Money Guidelines Form.

Upon bid award notification, Original Earnest Money Check *is to be given* to the Listing Broker.

Upon bid award notification, Original Contract Package is to be sent to Sage Acquisitions with a **copy** of the Earnest Money Funds

## QUALITY CONTROL

Double check to confirm all documents have been signed and initialed by the buyer and selling agent/broker and completed entirely. Utilizing the fillable contract package provided at [SageAcq.com](http://SageAcq.com) will assist with accuracy.

## SUBMITTING THE SALES CONTRACT

The original sales contract package must be received in the designated Sage Acquisitions office within **2 business days** of bid acceptance, utilizing services such as USPS, UPS, Fed-ex, etc. for tracking.

Example: If the bid is awarded on Monday, the contract package must be received in the Sage Acquisitions office before close of business on Wednesday.

HUD REGION & STATES	MAILING ADDRESS
<b>Atlanta HOC</b> Area 4A – Indiana and Kentucky Area 7A – Georgia Area 8A – Florida, Puerto Rico, and US Virgin Islands	Sage Acquisitions Attn: Contract Department 1850 Parkway Place, Suite 500 Marietta, Georgia 30067
<b>Denver HOC</b> Area 1D - Colorado, New Mexico, N. Texas, Utah	Sage Acquisitions Attn: Contract Department 4600 S. Ulster Street, Suite 500 Denver, CO 80237
<b>Philadelphia HOC</b> Area 1P – Michigan Area 4P – Ohio Area 5P - Delaware, DC, Maryland, Pennsylvania, West Virginia, and Virginia	Sage Acquisitions Attn: Contract Department 1515 Market Street, Suite 1800 Philadelphia, PA 19102