

All offers, addenda, disclosures, and related documentation for properties listed by Brian K. Noland with Howard Hanna/Beverly-Hanks Realtors in Waynesville, North Carolina, must be submitted electronically.

- **Listing Agent:** Brian K. Noland
 - **Email:** brian.noland@howardhannatate.com
- **Brian's Client Care Coordinator:** Melanie Rogers
 - **Email:** melanie.rogers@howardhannatate.com

Please ensure that Melanie Rogers is included on ALL email correspondence related to the offer, including the initial submission, subsequent negotiations, and all supporting documentation.

Required Documentation to Accompany the Offer to Purchase and Contract:

Proof of Financial Qualification:

- A comprehensive **Pre-qualification Letter** or **Pre-approval Letter** from the Buyer's Lender.
 - **OR Proof of Funds (POF)**, such as a recent bank statement or brokerage statement, if the offer is a Cash Purchase.
2. **Executed Offer to Purchase:**
 - The complete and fully executed **Offer to Purchase and Contract** document.
 3. **Deposit Verification:**
 - Copies of the checks or documentation verifying the transfer of the **Due Diligence Fee** and the **Earnest Money Deposit (EMD)**.
 - **IMPORTANT:** *The Due Diligence Fee is required to be delivered **simultaneously** with the executed Offer to Purchase and Contract.*
 4. **Property Disclosures (North Carolina Mandates):**
 - The **North Carolina Residential Property and Owners' Association Disclosure Statement (RPD)**, signed by the buyer.
 - **OR** The **Vacant Land Owners' Association Disclosure**, if the subject property is undeveloped land.
 - The **Mineral and Oil and Gas Rights Disclosure Statement**, signed by the buyer.
 5. **Environmental and Additional Disclosures (If Applicable):**
 - The **Lead-Based Paint Disclosure Addendum** (required for properties built before 1978).
 - Any necessary **Supplemental Provisions Addendum** addressing specific terms not covered in the standard contract.

Listing Firm and Agent Details:

For reference and completion of contract documents, please use the following information:

- **Listing Firm:** Howard Hanna/Beverly-Hanks Realtors
 - **Firm License Number:** C1938
 - **Mailing Address:** 74 N Main St. Waynesville, NC 28786
- **Listing Agent:** Brian K. Noland
 - **Listing Agent License Number:** 263678
 - **Listing Agent Phone Number:** 828-734-5201
 - **Listing Agent Fax Number:** 828-452-5819
 - **Listing Agent Email Address:** brian.noland@howardhannatate.com