



Sales Contract Extension Workflow for HUD Homestore User Guide



August 2024

**U.S. Department of
Housing and Urban Development**

© 2024 by Yardi Systems, Inc.
430 South Fairview Avenue
Santa Barbara, CA 93117

All rights reserved. This product or document is protected by copyright and distributed under licenses restricting its use, copying, distribution, and decompilation. No part of this product or document may be reproduced in any form by any means without prior written authorization of Yardi Systems, Inc. and its licensors, if any.

RESTRICTED RIGHTS LEGEND: Use, duplication, or disclosure by the government is subject to restrictions as set forth in subparagraph ©(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 and FAR 52.227-19.

The product described in this manual may be protected by one or more U.S. patents, foreign patents, or pending applications.

Yardi, the Yardi logo, and the names of Yardi products and services are either registered trademarks or trademarks of Yardi Systems, Inc. in the United States and other countries. Other product and company names mentioned herein may be the trademarks of their respective owners.

YARDI SYSTEMS, INC. MAKES A GENUINE ATTEMPT TO ENSURE THE ACCURACY AND QUALITY OF THE CONTENT DESCRIBED HEREIN; HOWEVER, IT IS PROVIDED "AS IS" AND TO THE EXTENT PERMITTED BY LAW, YARDI MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE QUALITY, RELIABILITY, ACCURACY, OR FREEDOM FROM ERROR OF THIS DOCUMENT OR THE PROCEDURES OR TECHNIQUES IT DESCRIBES. YARDI MAKES NO REPRESENTATION OR WARRANTY WITH RESPECT TO THE CONTENTS HEREOF AND SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. YARDI DISCLAIMS ALL LIABILITY FOR ANY DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES RESULTING FROM THE USE OF THE INFORMATION IN THIS DOCUMENT OR FROM THE USE OF ANY PROCEDURES OR TECHNIQUES DESCRIBED IN THIS DOCUMENT.

THIS PUBLICATION COULD INCLUDE TECHNICAL INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION HEREIN; THESE CHANGES WILL BE INCORPORATED IN NEW EDITIONS OF THE PUBLICATION. YARDI SYSTEMS, INC. MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE PRODUCT(S) AND/OR THE PROGRAMS(S) DESCRIBED IN THIS PUBLICATION AT ANY TIME.

Printed in the United States of America

Contents

- Broker/Agent Initiated Extension Statuses**..... 5
- Sales Extensions in HUD Homestore** 6
 - My Bids – Accepted Bids Tab..... 6
 - My Bids – Action Required Bids Tab..... 7
 - My Bids – Pending Sale Tab..... 7
 - My Bids – Under Contract Bids Tab..... 8
 - My Bids – Sale Closed Tab 9
 - Sales Contract Extension– Add Extension Screen 10
 - Sale Type..... 11
 - Reason For Extension 11
 - Extension Days..... 11
 - Cost Per Day 11
 - Extension Fees..... 12
 - Save Extension Request..... 12
 - Extension Request Supporting Document..... 13
 - Continue Extension Request 14
 - Submitting the Initial Sales Extension Request 14
 - Sales Contract Extension– View Extension Screen 15
 - Extension Information 16
 - Asset Manager Information 17
 - Required Document(s) and Additional Instructions..... 17
 - Sales Extension Process..... 18
 - Sales Extension Created..... 18
 - Broker/Agent Accepting the Sales Extension Request 18
 - AM/HUD Accepted Sales Extension Request 20
 - NOTE: Contract Expired 22
 - Submitting the Final Extension Package..... 22
 - Rejecting the Sales Extension Request..... 24
 - Sales Extension Failed Verification 25
 - Sales Extension Request Verified/DocuSign in Progress 28
 - Additional Sales Extension Screen Enhancements..... 29
 - Adding/Viewing Notes..... 29
 - Viewing the Extension Status History..... 31
 - Viewing the Extension History..... 32
 - DocuSign E-Signature Workflow (04a) 33
- Sales Contract Extension Workflow for HUD Homestore 3

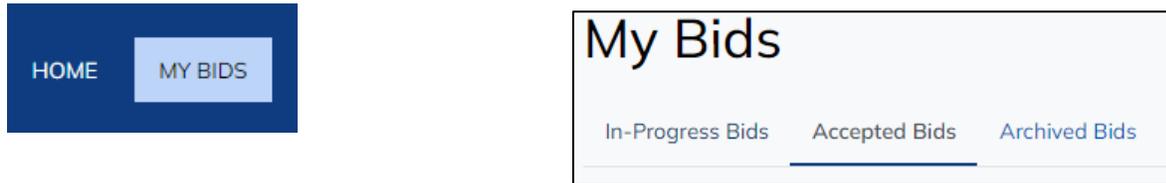
Selling Broker/Agent Signing Ceremony	33
Purchasers Signing Ceremony	34
AM Signing Ceremony	34
Additional DocuSign E-Signature Functions	35
Void Envelope	35

Broker/Agent Initiated Extension Statuses

HHS Extension Screen status	HHS My Bids card status
Sales Extension Created	Created
Sales Extension Request Preliminarily Accepted	Preliminarily Accepted
Sales Extension Canceled/Rejected	Canceled or Rejected
Final Extension Package Submitted by Broker/Agent	Final Package Submitted
Sales Extension Information Verified/DocuSign Process	DocuSign in Progress
Sales Extension Failed Verification	Failed Verification
Broker/Agent Resubmitted Extension Documents	Documents Resubmitted

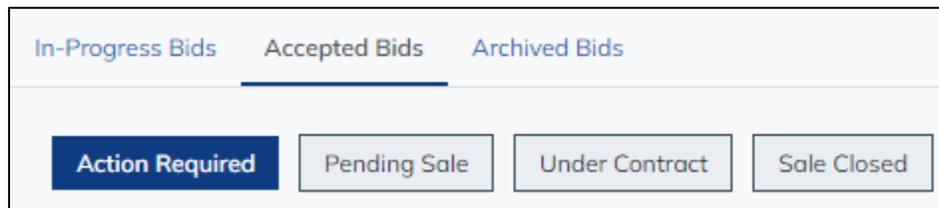
Sales Extensions in HUD Homestore

Brokers and Agents may initiate sales extension requests directly through HUD Homestore at <https://www.hudhomestore.gov/>. To add or view sales contract extensions within HUD Homestore, you must be logged in as a Broker or Agent. Once logged in go to the menu bar. Go to My Bids → Accepted Bids tab to view your accepted bids.



My Bids – Accepted Bids Tab

The Accepted Bids tab has been updated to show 4 tabs that better reflect how bids are categorized.



Bids with active sales extension requests that require action from the Broker/Agent will be in the Action Required tab. This tab includes sales contract extension requests that require a response, documents, or in-progress Broker initiated extensions that have yet to be submitted. All other sales extension bids (including eligible extension bids) will be listed in the Under Contract tab.

Each bid has a bid card that contains the primary bid details. To view the full bid details, you can click the highlighted bid confirmation number.

My Bids – Action Required Bids Tab

Action Required bids are accepted bids that need documents uploaded or information verified on the Bid Checklist or Sales Contract Extension. If there is an active extension requiring action, it will be listed in this tab with a View Extension link.

Action Required Pending Sale Under Contract Sale Closed

Action Required bids are bids that have been accepted and need documents uploaded or information verified on either the Bid Checklist or Sales Contract Extension. For Bid Checklists, the Asset Manager will review the documents and information before sending the Sales Contract E-signature document. Click 'View Checklist' to see the Bid Checklist and take these actions. For Sales Contract Extensions, click 'View Extension' or 'Continue Extension' to open it. To see bid details, click the Bid Confirmation Number.

2 Bid(s) Found

Bid Confirmation Number [Redacted]	View Extension	Bid Confirmation Number [Redacted]	Continue Extension
Case # [Redacted]	Property Address 476 Dsuto Shopm Camby, IN, 46113	Case # [Redacted]	Property Address 299 Vmcbv Nlpfx Louisville, KY, 40216
Bid Accepted Date 4/10/2024	Current Closing Date 5/25/2024	Bid Accepted Date 3/20/2024	Current Closing Date 5/19/2024
Purchaser Type Investor	Purchaser Name Lsieurygkdsjh	Purchaser Type Owner-Occupant	Purchaser Name Jqjkzovdbz
Net Bid Amount \$154,160	Contract Extension Status Created	Net Bid Amount \$104,650	Last 4 of SSN/EIN/ID 7535
Last 4 of SSN/EIN/ID 5555	NAID [Redacted]	NAID [Redacted]	

For Sales Contract Extensions, click 'View Extension' or 'Continue Extension' to open it. To see bid details, click the Bid Confirmation Number.

My Bids – Pending Sale Tab

The Pending Sale tab lists accepted bids where the checklist has been verified, but the property status has not been promoted to Step 8 – Sales Offer.

Action Required **Pending Sale** Under Contract Sale Closed

These are accepted bids where the checklist has been verified but property status has not been moved to Step 8 - Sales Offer.

No pending sale bids found.

My Bids – Under Contract Bids Tab

The Under Contract tab lists accepted bids that have extensions or are eligible for sales contract extensions. If you wish to add a new extension, clicking the Add Extension link will take you to the Sales Contract Extension form.

Action Required
Pending Sale
Under Contract
Sale Closed

These are accepted bids where the property status is Step 8 - Sales Offer. Extension can be added to these bids.

2 Bid(s) Found

<p>Bid Confirmation Number [REDACTED] View Extension</p> <p>Case # [REDACTED] Property Address 476 Dsuto Shopm Camby, IN, 46113</p> <p>Bid Accepted Date 4/10/2024 Current Closing Date 5/25/2024</p> <p>Purchaser Type Investor Purchaser Name Lsieurygkdsjh</p> <p>Net Bid Amount \$154,160 Contract Extension Status Created</p> <p>Last 4 of SSN/EIN/ID 5555 NAID [REDACTED]</p>	<p>Bid Confirmation Number [REDACTED] Continue Extension</p> <p>Case # [REDACTED] Property Address 299 Vmcbv Nlpfx Louisville, KY, 40216</p> <p>Bid Accepted Date 3/20/2024 Current Closing Date 5/19/2024</p> <p>Purchaser Type Owner-Occupant Purchaser Name Jqjkzovdbz</p> <p>Net Bid Amount \$104,650 Last 4 of SSN/EIN/ID 7535</p> <p>NAID [REDACTED]</p>
--	--

Bid Confirmation Number
[REDACTED] [Add Extension](#)

Case # [REDACTED] Property Address
299 Vmcbv Nlpfx
Louisville, KY, 40216

Bid Accepted Date
4/11/2024 Current Closing Date
6/17/2024

Purchaser Type
Owner-Occupant Purchaser Name
Jqjkzovdbz

Net Bid Amount
\$104,650 Last 4 of SSN/EIN/ID
7535

NAID
[REDACTED]

Sales Contract Extension Workflow for HUD Homestore

8

My Bids – Sale Closed Tab

Accepted bids where the sale has been closed will be listed here.

Action Required Pending Sale Under Contract **Sale Closed**

These are accepted bids on properties that have closed.

2 Bid(s) Found

Bid Confirmation Number [Redacted]	Bid Confirmation Number [Redacted]
Case # [Redacted]	Property Address 340 Whyyw Kqibt Lawrenceburg, KY, 40342
Bid Accepted Date 4/25/2022	Net Bid Amount \$93,530
Purchaser Type Investor	Purchaser Name Hygyilbdfx
Last 4 of SSN/EIN/ID 6712	NAID [Redacted]

Bid Confirmation Number [Redacted]	Bid Confirmation Number [Redacted]
Case # [Redacted]	Property Address 263 Tevtj Safqq New Castle, KY, 40050
Bid Accepted Date 1/3/2020	Net Bid Amount \$81,900
Purchaser Type Owner-Occupant	Purchaser Name Hxobhxrieh
Last 4 of SSN/EIN/ID 1407	NAID [Redacted]

Sales Contract Extension– Add Extension Screen

When a Broker/Agent is initiating a new extension, the sales contract extension screen will be in Add mode. There's a back button in the top right corner that will take you back to the Under Contract tab.

The case information is already filled out. The extension information section includes the basic information of the extension request, such as:

- the Extension Request Number,
- Purchaser Type,
- Original / Proposed Closing Dates,
- Extension Requested By,
- Extension Days,
- Cost per day / Total Amount Due to HUD

Sales Contract Extension

Back

Case Information

Case Number:	Property Address:
<input type="text"/>	159 WXQED HMTWG
	DENISON, TX 75020
Bid Confirmation Number:	Sale Price:
<input type="text"/>	\$180,000

Extension Information

** indicates required fields to submit to HUD for review.*

Extension Number:	Purchaser Type:
1	Owner Occupant
Original Closing Date:	Extended Closing Date:
7/29/2024	
<input type="text" value="Sale Type*"/>	Extension Requested By:
	Broker/Purchaser
<input type="text" value="Reason for Extension*"/>	Extension Days:
	15
Cost per day:	Total Amount Due to HUD:
\$0.00	\$0.00
Proposed Closing Date:	
8/13/2024	
<input type="text" value="Comments*"/>	

Use the dedicated dropdowns to select the Sales Type and Reason for Extension. In the Comments field, you can give a more detailed description of why you want to create this extension. Until all the required fields are populated, the Submit to HUD for Review button will not be enabled.

Sale Type

The possible values are:

- Cash
- Financed

Reason For Extension

Broker/Agent will select the value from one of the following options:

Broker/Purchaser Extension Reasons
Buyer Request
Buyer seeking a credit
Change in Financing delay
City Inspection
Closing Agent Delay
Delay in 203k Loan processing
Delay in obtaining the Buyer's Appraisal
Lender Delay
Property - change of condition
Vandalism

Extension Days

By default, the Extension Days populates to 15 days. This field will be read-only.

Note: The Asset Manager should be contacted outside of HUD Homestore before initiating an extension for contracts where the current closing date is more than 15 days in the past

Cost Per Day

This field will be populated if fees are to be assessed and collected based upon the information provided. The fee assessments have been standardized across the country based upon the following:

Sales Price Range	Fee Assessment
< \$25,000	(\$10/Day)
\$25,000 to \$50,000	(\$15/Day)
> \$50,000	(\$25/Day)

The following matrix outlines the rules regarding fee assessment:

Note: *Owner Occupants will not be assessed fees on the first extension regardless of whether the extension request was initiated by the AM/HUD or Broker/Purchaser*

Initiated By Group	Purchaser Type	Sales Type	Fees Assessed
Broker/Purchaser	Owner Occupant	Cash	Yes
Broker/Purchaser	Owner Occupant	Financed	Yes
Broker/Purchaser	Investor	Cash	Yes
Broker/Purchaser	Investor	Financed	Yes

Extension Fees

Extension fees are assessed by calculating the number of extension days * cost per day.

Save Extension Request

At any point, if you would like to save your progress and submit it later, you can click the Save button and your progress will be saved. At this point, the extension request is not submitted. The AM will not be notified of the extension request until you submit it to HUD for review.

[Save](#) [Submit to HUD for Review](#)

Click the Save button to save your progress and return later to submit your extension request to HUD for review. After saving, you can use the Cancel button to cancel the request up until it's reviewed by the Asset Manager. Once all required information is entered, the Submit to HUD for Review button will be enabled and you can submit your request to HUD for review. After submission, the extension information will not be modifiable until the Asset Manager reviews the request.

After clicking Save, a success message and a Cancel button will be displayed if the information was successfully saved.

[Cancel](#) [Save](#) [Submit to HUD for Review](#) Extension information successfully saved.

If you mistakenly created the extension, want to start over, or just want to cancel the in-progress extension request, clicking the cancel button opens a modal requiring a cancellation reason before you can cancel the in-progress extension. After successfully canceling, you will be brought back to the My Bids tab you were previously on.

Are you sure you want to cancel this extension request? ✕

** indicates required fields.*

Clicking 'OK' will notify the Asset Manager, AND the extension will be canceled and inaccessible.
Please provide a reason for cancellation.

Cancellation Reason*

OK
Close

If you are logged out or leave the page for any reason, you can get back to the in-progress extension by going back to My Bids -> Accepted Bids tab. The extension bid card will be listed in the Action Required and Under Contract tabs.

(See [Continue Extension section](#) for details)

Extension Request Supporting Document

If you have a document that supports the extension request, you can upload it in this section. A supporting document is not required to submit the extension request to HUD for review. The supported file types are jpg, png, pdf, doc, and docx. The maximum upload size is 10 MB.

Extension Request Supporting Document

Please upload any documentation that supports the extension request here. Select the file by clicking the Browse or Choose File button. File types permitted are jpg, png, pdf, doc, or docx. File upload size limit is 10mb.

Supporting Document

Choose File

No file chosen

Upload

Asset Manager Information

The Asset Manager's contact information is also at the bottom of the Sales Contract Extension screen if you need to contact them.

Asset Manager Information

Company Name:
VAJAO BVWLK

Contact Name: Email:
DGHUD GHGDQ HPYVXXNPRB@EXAMPLE.COM

Phone: Fax:

Continue Extension Request

If you previously saved an extension but did not submit it to HUD for review, it will be listed under both the Action Required tab and the Under Contract tab. You can use the Continue Extension link from either tab to continue the extension request.

Bid Confirmation Number	<input type="text"/>	Continue Extension
Case #	<input type="text"/>	Property Address 159 Wxqed Hmtwg Denison, TX, 75020
Bid Accepted Date 6/14/2024	Current Closing Date 7/29/2024	
Purchaser Type Owner-Occupant	Purchaser Name Xinpcvuiwq	
Net Bid Amount \$169,200	Last 4 of SSN/EIN/ID 8638	
NAID	<input type="text"/>	

If the AM has already initiated an extension request before you were able to submit yours, clicking Continue Extension will open the modal shown below. This modal informs the Broker/Agent that a new extension has already been initiated. The new extension won't be viewable until you receive an email notification from the AM. Clicking OK will cancel your in-progress request.

The AM has already initiated a new extension for this case. Please wait for their notification.

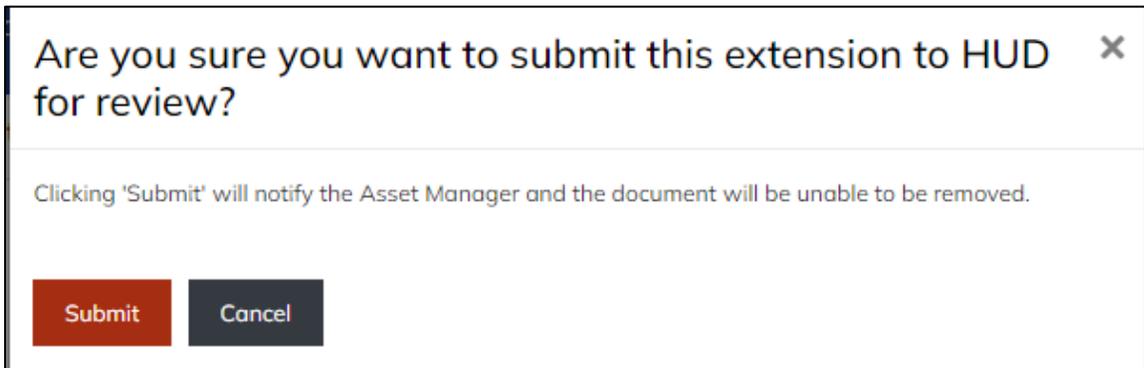
Clicking OK will cancel your in progress extension request.

Submitting the Initial Sales Extension Request

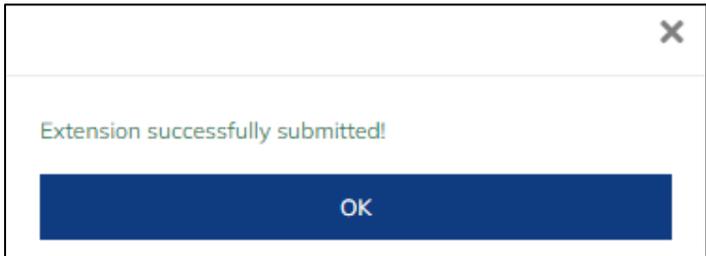
When all the required fields have been set, the Submit to HUD for Review button will be enabled.

<input type="button" value="Save"/>	<input type="button" value="Submit to HUD for Review"/>
-------------------------------------	---

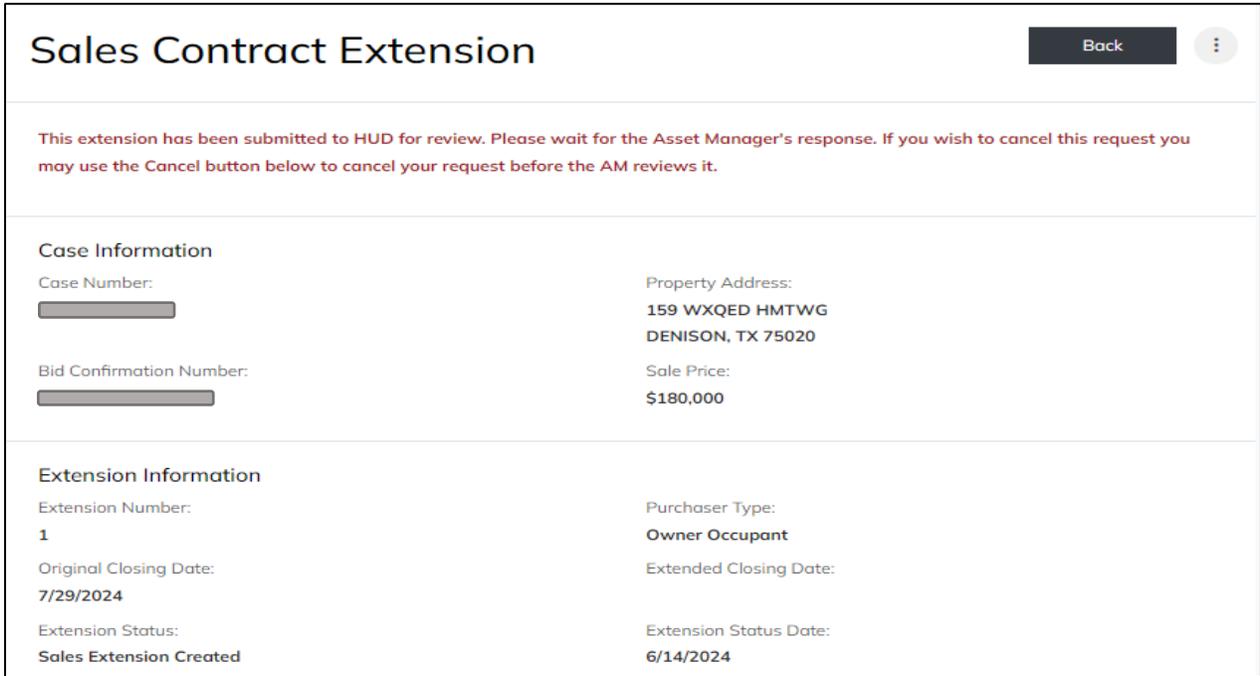
Clicking the Submit to HUD for Review button opens a modal asking you to confirm if you wish to submit this extension request to HUD for review. Doing so will notify the AM. If a supporting document is uploaded, it will be unable to be removed after this point.



If your submission is successful, you will get a modal with green text saying the submission was successful. Clicking OK or anywhere else on the screen will reload the page into view mode.



After the extension request has been submitted, the Broker/Agent will have to wait for the Asset Manager’s response. The extension can be canceled until the Asset Manager reviews your request.



Sales Contract Extension– View Extension Screen

The Sales Contract Extension provides information about the case and extension request, the contact information for the Asset Manager, which document(s) are required, and where to find any additional Sales Contract Extension Workflow for HUD Homestore

instructions. Instructions for the next steps on the extension are in **red bold text** and at the top and bottom of the screen.

Sales Contract Extension Back

An extension has been requested by the Asset Manager/HUD. Please review the terms and requirements below. If you wish to accept this extension, click the Accept button below and the Asset Manager will be notified. If you do not wish to accept the extension, click the Reject button below. The Asset Manager will be notified and will reach out to you to discuss the next steps.

Case Information

Case Number: [REDACTED]	Property Address: 041 NZXYI ZVVPV NORTH RICHLAND HILLS, TX 76180
Bid Confirmation Number: [REDACTED]	Sale Price: \$243,000

Extension Information

Extension Number: 1	Purchaser Type: Investor
Original Closing Date: 7/14/2024	Extended Closing Date:
Extension Status: Sales Extension Created	Extension Status Date: 6/14/2024
Sale Type: Financed Sale	Extension Requested By: AM/HUD
Reason for Extension: HOA Delay	Extension Days: 15
Cost per day: \$0.00	Total Amount Due to HUD: \$0.00
Proposed Closing Date: 7/29/2024	
Extension Request Comments: A comment about the extension	

Extension Information

This section includes the basic information of the extension request, such as:

- the Extension Request Number,

- Purchaser / Sales Type,
- Original / Extended / Proposed Closing Dates,
- Extension Status and Status Date,
- Reason for Extension,
- Extension Requested By,
- Cost per day / Total Amount Due to HUD,
- Extension Request Comments

Asset Manager Information

The Asset Manager’s contact information is also on the Sales Contract Extension screen if you need to contact them.

Asset Manager Information	
Company Name: VAJAO BVWLK	
Contact Name: DGHUD GHGDQ	Email: HPYVXXNPRB@EXAMPLE.COM
Phone: <input type="text"/>	Fax: <input type="text"/>

Required Document(s) and Additional Instructions

All extensions will require documentation to be uploaded and verified by the Asset Manager. If the extension was initiated by the Asset Manager, the Broker/Agent will review the required documents and additional instructions to determine if they would like to Accept or Reject the extension request.

<p>Required Document(s)</p> <p>Current Loan Status Letter</p> <p>The loan status indicates where your loan is in the process. A financial institution can provide the status of the loan application and this document must be uploaded for certain sales extensions.</p>
<p>Additional Instructions</p> <p>Required Funds and Supporting Documentation Instructions:</p> <p>Contact AM for instructions</p> <p>If the Purchaser Wishes To Cancel The Sale:</p> <p>See instructions at <a href="http://www.<input type=" text"="">">www.<input type="text"/></p>

If the Broker/Agent initiates the extension, there will usually be extension fees that must be paid before you can submit the final extension package to HUD for review. If extension fees are paid, proof of payment is also required. Required documentation is determined by the purchaser and sales type and detailed in the table below.

Initiated By Group	Purchaser Type	Sales Type	Supporting Documentation Required
AM/HUD	Owner Occupant / Investor	Cash	<ul style="list-style-type: none"> ▪ Current proof of funds
AM/HUD	Owner Occupant / Investor	Financed	<ul style="list-style-type: none"> ▪ Current Loan Status Letter
Broker/Agent	Owner Occupant	Cash	<ul style="list-style-type: none"> ▪ Current proof of funds ▪ Proof of scheduled closing ▪ Proof of Payment*
Broker/Agent	Investor	Cash	<ul style="list-style-type: none"> ▪ Current proof of funds ▪ Proof of scheduled closing ▪ Proof of Payment
Broker/Agent	Owner Occupant	Financed	<ul style="list-style-type: none"> ▪ Current Loan Status Letter ▪ Proof of scheduled closing ▪ Proof of Payment*
Broker/Agent	Investor	Financed	<ul style="list-style-type: none"> ▪ Current Loan Status Letter ▪ Proof of scheduled closing

* Proof of Payment is required unless this is the first extension request.

Additional instructions for required funds, supporting documents, or canceling the sale can be found in the final section.

Sales Extension Process

Sales Extension Created

When the Asset Manager initiates an extension request, the Broker/Agents will not be able to view the extension until they've received an email notification from the Asset Manager. After the notification has been sent, the extension be viewable in HudHomestore.

The action required from the Broker/Agent is highlighted at the top and bottom of the page, you have the option to accept or reject the extension request. Accepting will allow documents to be uploaded and the extension package submitted to HUD for review. Rejecting will reject/cancel the extension request.

An extension has been requested by AM/HUD, please review the terms and requirements below. If you wish to accept this extension, please click the Accept button below and the AM will be notified. If you do not wish to accept the extension, click the Reject button below. The AM will be notified and will reach out to you to discuss the next steps.

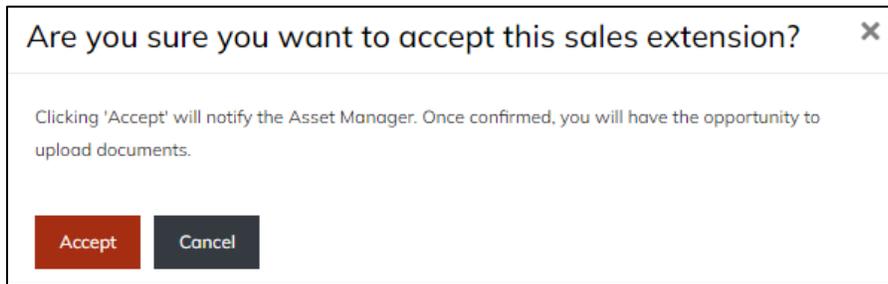
Accept

Reject

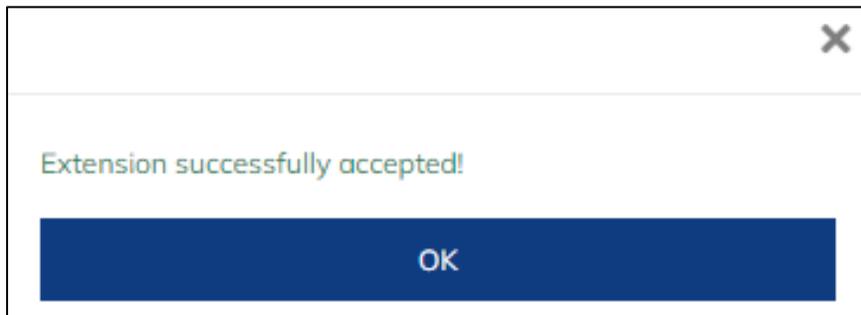
If the Broker/Agent created the extension, there is no action required after initiating the sales extension request. The AM will review your request and accept or reject it depending on the information provided. An email will be sent with the AM decision.

Broker/Agent Accepting the Sales Extension Request

To accept an extension requested by the Asset Manager, click the Accept button to open a modal that will ask you to confirm your choice. Clicking Accept again will notify the AM and display a document upload section. Clicking Cancel will close the modal.



After clicking Accept, a modal will pop up either stating the extension was successfully accepted or if there were errors, the modal will explain those errors and have you try accepting again.



After the extension request is accepted (either by the Broker/Agent or the Asset Manager), the page is updated to reflect this new status. The status messages at the top and bottom of the screen are updated to explain the next steps required. The extension status has been updated to Preliminarily Accepted and the status date is updated.

This extension has been accepted. Please upload the required documents. When all the required documents are uploaded, the Submit to HUD for Review button will be enabled.

Case Information

Case Number: <input type="text"/>	Property Address: 041 NZXYI ZVVPU NORTH RICHLAND HILLS, TX 76180
Bid Confirmation Number: <input type="text"/>	Sale Price: \$243,000

Extension Information

Extension Number: 1	Purchaser Type: Investor
Original Closing Date: 7/14/2024	Extended Closing Date:
Extension Status: Sales Extension Request Preliminarily Accepted	Extension Status Date: 6/14/2024

A document upload section will be displayed, prompting the user to upload the required documents before the Submit to HUD for Review button will be enabled. Files must be under 10 MB in size and the file type must be jpg, png, pdf, doc, or docx.

Required Document(s)

Please upload all the required documents below before you can submit to HUD for Review.

Select the file by clicking the Browse or Choose File button. File types permitted are jpg, png, pdf, doc, or docx. File upload size limit is 10mb.

Current Loan Status Letter

The loan status indicates where your loan is in the process. A financial institution can provide the status of the loan application and this document must be uploaded for certain sales extensions.

Choose File No file chosen

Upload

Additional Instructions

Required Funds and Supporting Documentation Instructions:

Contact AM for instructions

If the Purchaser Wishes To Cancel The Sale:

See instructions at [www.r](#)

This extension has been accepted. Please upload the required documents. When all the required documents are uploaded, the Submit to HUD for Review button will be enabled.

Submit to HUD for Review

AM/HUD Accepted Sales Extension Request

When the AM preliminarily accepts your sales extension request, the sales extension screen is updated with new status messages at the top and bottom of the page to describe the action required. An email will be sent with the AM decision.

Sales Contract Extension

Back



The Asset Manager has preliminarily accepted your extension. Please make any payments necessary and upload the required documents. When all the required documents are uploaded, the Submit to HUD for Review button will be enabled.

Case Information

Case Number:

[Redacted]

Property Address:

159 WXQED HMTWG
DENISON, TX 75020

Bid Confirmation Number:

[Redacted]

Sale Price:

\$180,000

Extension Information

Extension Number:

1

Purchaser Type:

Owner Occupant

Original Closing Date:

7/29/2024

Extended Closing Date:

Extension Status:

Sales Extension Request Preliminarily Accepted

Extension Status Date:

6/14/2024

There is now a required documents section that details which documents need to be uploaded. This is explained in the Document Requirements section below.

Required Document(s)

Please upload all the required documents below before you can submit to HUD for Review.

Select the file by clicking the Browse or Choose File button. File types permitted are jpg, png, pdf, doc, or docx. File upload size limit is 10mb.

Current Proof of Funds

Proof of Funds can include a preapproval or prequalification document to show that enough money is available to cover property funding and closing costs.

Bank statements are the most common document to use as proof of funds and can typically be found online or at a bank branch. Several other document types qualify as proof of funds. In the form of a bank security or custody statement. These can be provided from your bank or the financial institution.

- Buying property with cash: If you're buying a home in cash you will need to prove that you have the funds to do so.
- Obtaining a mortgage: You might need POF to mortgage a house if your lender needs to see that you have enough money to cover the remainder of the cost of the home.
- Making a cash down payment: If you are making a down payment in cash, you'll be asked to prove that you have the funds and that they're not a loan.
- Items that must be included in a Proof of Funds Letter include:
 - Personal Details - Your name, the name of your bank, and your account number
 - Vendor Details - Financial institution name, account number, and any transfer references
 - Payment Details - Amount and Date of transaction

Choose File No file chosen

Upload

Proof of Scheduled Closing

The closing agent or attorney prepares the documents and details for a real estate transaction. Proof of scheduled closing documents that are acceptable are the agreements and instruments that are needed to complete a real estate closing and transfer. Items can include closing disclosure documents that express Loan terms, Appraisal, Documents that will help with a successful closing, Homeowner's insurance, and Cashier's check for the down payment and closing costs.

Choose File No file chosen

Upload

NOTE: Contract Expired

If the contract has expired (The current Closing date has passed), the Broker/Agents will have the option to reject/cancel the extension request no matter the status of the extension.

The contract has expired. The Asset Manager may cancel the extension and contract at any time. You may also reject/cancel the extension at this time.

Submitting the Final Extension Package

Once the document is successfully uploaded, the document gets a new file name to describe the file uploaded, and the upload date is listed on the page. That file name is displayed in place of the upload and clicking the link will download the document. A button to remove the document is also available if you would like to upload a different document. If the upload is successful, the Submit to HUD for Review button will be enabled. Clicking this will submit your required documents to the AM for verification.

Current Loan Status Letter

The loan status indicates where your loan is in the process. A financial institution can provide the status of the loan application and this document must be uploaded for certain sales extensions.

✓

File Name
[Current_Loan_Status_Letter_72164749.png](#) **Remove**

Date Uploaded
5/13/2024

Upload Successful

Submit to HUD for Review

After clicking Submit to HUD for Review, a modal will pop up asking you to confirm your choice to submit. Submitting will notify the AM and the documents will be unable to be removed. Clicking Cancel will close the modal.

Are you sure you want to submit this extension to HUD for review? ✕

Clicking 'Submit' will notify the Asset Manager and the document will be unable to be removed.

Submit **Cancel**

Clicking Submit will replace the open modal with a successfully submitted message or, if there were errors, the modal will explain those errors and have you try submitting again.

✕

Extension successfully submitted!

OK

After submitting to HUD for review, the screen will be updated to reflect the new status and status date. The status messages at the top and bottom of the screen are also updated.

This extension has been submitted to HUD for review. Please wait for the Asset Manager's response.

Case Information

Case Number:

[REDACTED]

Property Address:

041 NZXYI ZVVPU
NORTH RICHLAND HILLS, TX 76180

Bid Confirmation Number:

[REDACTED]

Sale Price:

\$243,000

Extension Information

Extension Number:

1

Purchaser Type:

Investor

Original Closing Date:

7/14/2024

Extended Closing Date:

Extension Status:

Final Extension Package Submitted by Broker/Agent

Extension Status Date:

6/14/2024

There is no action required from the Broker/Agent until the AM reviews the submitted documents. The AM will review the document(s) and verify them.

If all your documents are approved and verified, the DocuSign process will begin. If one or more of your documents are rejected, the extension fails verification, and you will need to re-upload the documents.

Rejecting the Sales Extension Request

Broker/Agent(s) can reject a sales extension request instead of accepting it. If you would like to reject the extension, clicking Reject opens a modal to confirm your choice and provide an explanation for your rejection. You will not be able to reject the extension request until a reason is provided. Rejecting will cancel the current extension and notify the AM.

Are you sure you want to reject this sales extension? ✕

* indicates required fields.

Clicking 'Reject' will notify the Asset Manager, AND the extension will be canceled and inaccessible. Please provide a reason for rejection.

Reject Cancel

After the sales contract extension request is rejected, the AM will review your reasoning. They may start a new extension request, or you may be able to start your request from the Under Contract tab.

Sales Extension Failed Verification

If the AM rejects one or more of your documents, the extension request has failed verification. The sales contract extension screen will be updated to reflect the next action required and an email will be sent. The status messages located at the top and bottom of the screen are updated to explain that one or more of the documents failed to be verified and must be reuploaded before the Submit to HUD for Review button will be enabled. If you do not wish to continue with the current extension, you can reject the extension by clicking the Reject button at the bottom of the screen. See the [Reject section](#) for more information.

The Asset Manager has rejected your document. Scroll down to the document section to view the details. You may re-upload your document and Submit to HUD for Review. If you do not wish to proceed with this contract you may cancel the extension request by clicking on the Reject button.

The contract has expired. The Asset Manager may cancel the extension and contract at any time. You may also reject/cancel the extension at this time.

Case Information

Case Number:	Property Address:
<input type="text"/>	377 OBPIT CSTAR PENSACOLA, FL 32526
Bid Confirmation Number:	Sale Price:
<input type="text"/>	\$262,000

Extension Information

Extension Number:	Purchaser Type:
7	Owner Occupant
Original Closing Date:	Extended Closing Date:
4/19/2024	
Extension Status:	Extension Status Date:
Sales Extension Failed Verification	6/20/2024

The document upload section will be updated to show the link to the previously uploaded document, a place to upload a new document, and the AM’s rejection reason. Clicking the link will download the previously uploaded document. A new document must be uploaded before the Submit to HUD for Review button is enabled.

Required Document(s)
 Select the file by clicking the Browse or Choose File button. File types permitted are jpg, png, pdf, doc, or docx. File upload size limit is 10mb.

Current Loan Status Letter
 The loan status indicates where your loan is in the process. A financial institution can provide the status of the loan application and this document must be uploaded for certain sales extensions.

Previously Uploaded Loan Status Letter
[Current Loan Status Letter 72166415.docx](#)

Choose File No file chosen

AM Rejection Message:
Document is expired. Please provide a current loan status letter.

Additional Instructions
 Required Funds and Supporting Documentation Instructions:
Contact AM for instructions
 If the Purchaser Wishes To Cancel The Sale:
 See instructions at [www._____](#)

The Asset Manager has rejected your document. Scroll down to the document section to view the details. You may re-upload your document and Submit to HUD for Review. If you do not wish to proceed with this contract you may cancel the extension request by clicking on the Reject button.

After successfully uploading a new document, the previously uploaded document is removed and replaced by the new one. The upload date is updated, and a remove button is added in case you want to upload a new document before resubmitting. The AM Rejection message is also hidden after a new document is uploaded. The Submit to HUD for Review button will be enabled after all failed documents are successfully reuploaded.

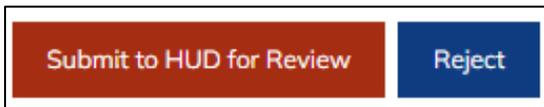
Required Document(s)
 Select the file by clicking the Browse or Choose File button. File types permitted are jpg, png, pdf, doc, or docx. File upload size limit is 10mb.

Current Loan Status Letter
 The loan status indicates where your loan is in the process. A financial institution can provide the status of the loan application and this document must be uploaded for certain sales extensions.

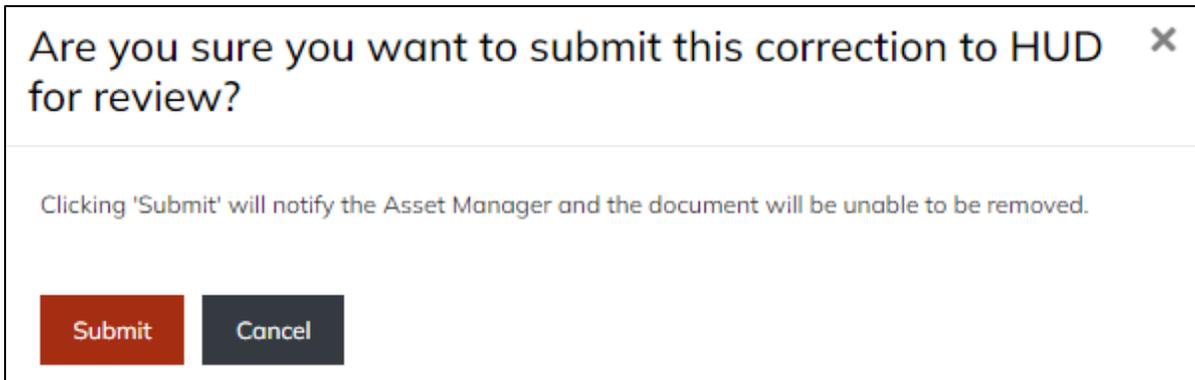
✔
 File Name
[Current Loan Status Letter 72166415.docx](#)

Date Uploaded
 6/14/2024

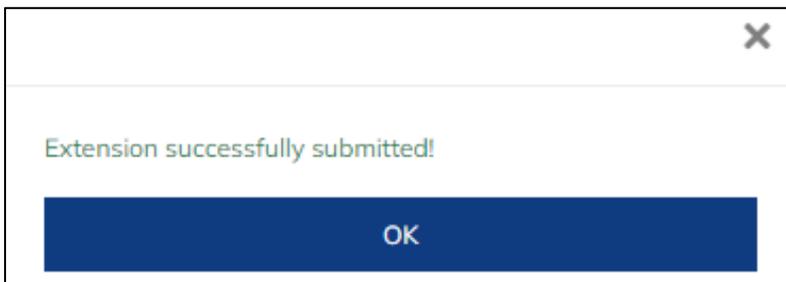
Upload Successful



After clicking Submit to HUD for Review, a modal will open asking you to confirm your choice to submit the correction. Submitting will notify the AM and the documents will be unable to be removed. Clicking Cancel will close the modal.



Clicking Submit will replace the open modal with a successfully submitted message or, if there were errors, the modal will explain those errors and you can try submitting again.



When the new document(s) are submitted, the sales extension screen will update to reflect the new status. The status messages located at the top and bottom of the page have been updated to show the extension correction has been submitted. There is no action required from the Broker/Agent here until the AM reviews the document(s) again.

Sales Contract Extension

Back
⋮

Your correction for this extension has been submitted to HUD for review. Please wait for the Asset Manager's response.

Case Information

<p>Case Number: <input style="width: 100%;" type="text"/></p> <p>Bid Confirmation Number: <input style="width: 100%;" type="text"/></p>	<p>Property Address: 041 NZXYI ZVVPU NORTH RICHLAND HILLS, TX 76180</p> <p>Sale Price: \$243,000</p>
---	--

Extension Information

<p>Extension Number: 1</p> <p>Original Closing Date: 7/14/2024</p> <p>Extension Status: Broker/Agent Resubmitted Extension Documents</p>	<p>Purchaser Type: Investor</p> <p>Extended Closing Date:</p> <p>Extension Status Date: 6/14/2024</p>
---	---

[Sales Extension Request Verified/DocuSign in Progress](#)

If the AM verifies that fees have been collected (if required) and proper supporting documentation has been supplied, the process will continue onto the E-signature phase which will not change from the previous workflow. The final piece of the Sales Contract Extension process requires E-Signatures from the Broker/Agents, all Purchasers and then the AM (who signs on behalf of HUD). See [DocuSign E-Signature Workflow](#) for more information.

The Sales Contract Extension document will reflect all of the previously verified details of the extension.

Note: *The extension date will not be recorded on the Sales Contract until all parties electronically sign the document.*

Sales Contract Extension

Back
⋮

The extension documents have been verified. Please complete the extension request via the DocuSign process.

Case Information

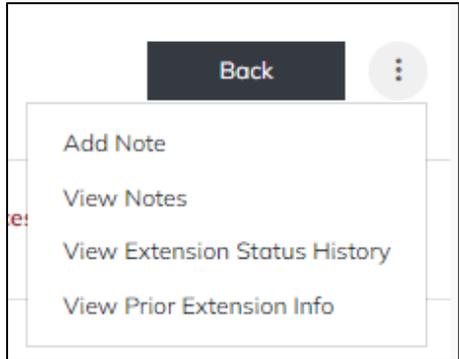
Case Number: <input style="width: 80%; height: 20px; background-color: #ccc;" type="text"/>	Property Address: 041 NZXYI ZVVPU NORTH RICHLAND HILLS, TX 76180
Bid Confirmation Number: <input style="width: 80%; height: 20px; background-color: #ccc;" type="text"/>	Sale Price: \$243,000

Extension Information

Extension Number: 1	Purchaser Type: Investor
Original Closing Date: 7/14/2024	Extended Closing Date:
Extension Status: Sales Extension Information Verified / DocuSign Process Initiated	Extension Status Date: 6/14/2024

Additional Sales Extension Screen Enhancements

After the extension request has been preliminarily accepted or rejected (either by Broker/agent or AM), there will be a menu icon next to the Back button that shows a few modals you can view.



Adding/Viewing Notes

Broker/Agent(s) can add notes to the extension request by clicking Add Note. A modal will open with a text area where you can enter your notes. Please note that the max length of the notes are 4000 characters.

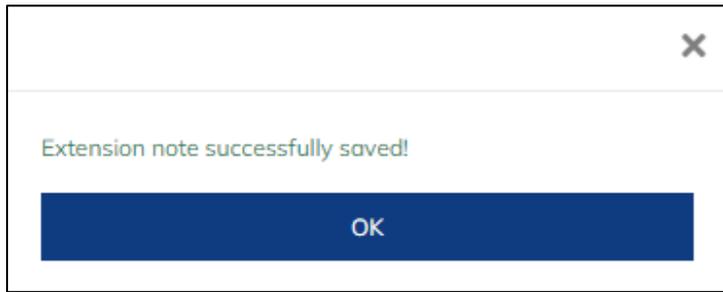
Add Note ✕

* indicates required fields.

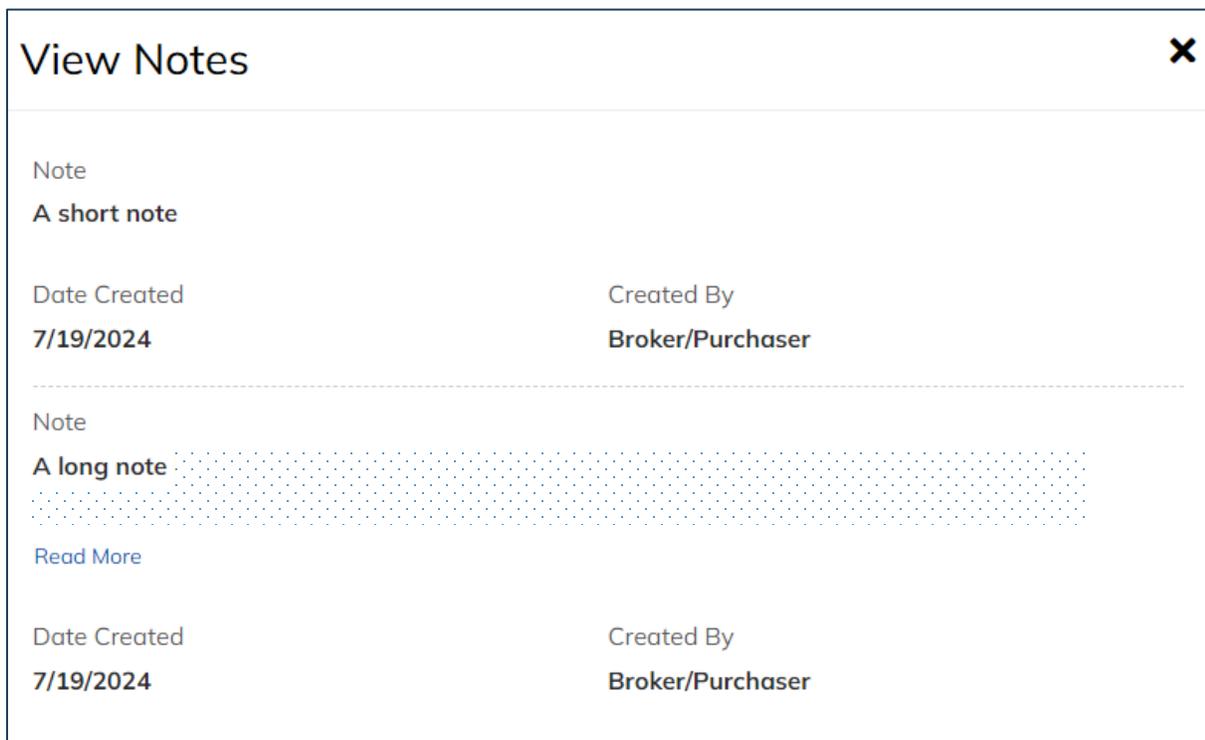
Extension Note*

Save
Cancel

After entering a note, click Save to save your note. If successful, you should get a modal confirming that the note was saved.



The note will be viewable when you exit the modal, go back to the menu next to the Back button, and click View Notes. Broker/Agent(s) will also see the AM/HUD notes that were specified by the AM/HUD to be viewable by Broker/Agent.



The View Notes modal displays the note, the date it was created, and who created it.

Viewing the Extension Status History

Broker/Agent(s) will be able to see the Extension status history by selecting View Status History from the top-right menu dropdown. This modal displays the prior status, the current status, the status date, who initiated the status change, and any comments from the AM at that step.

View Extension Status History ✕

Prior Status
Broker/Agent Resubmitted Extension Documents

Current Status
Sales Extension Information Verified / DocuSign Process Initiated

Status Date	Initiated By
6/14/2024	AM/HUD

Comments

Prior Status
Sales Extension Failed Verification

Current Status
Broker/Agent Resubmitted Extension Documents

Status Date	Initiated By
6/14/2024	Broker/Purchaser

Comments

Prior Status
Final Extension Package Submitted by Broker/Agent

Current Status
Sales Extension Failed Verification

Status Date	Initiated By
6/14/2024	AM/HUD

Comments

Prior Status
Sales Extension Request Preliminarily Accepted

Current Status
Final Extension Package Submitted by Broker/Agent

Status Date	Initiated By
6/14/2024	Broker/Purchaser

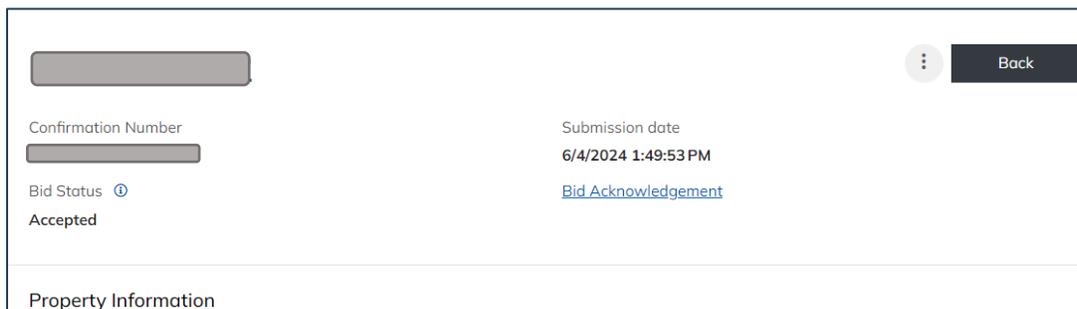
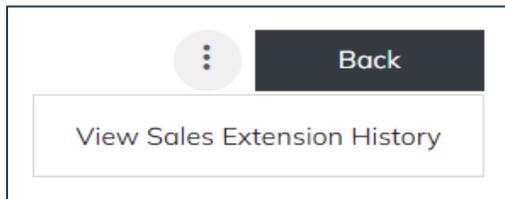
Comments

Viewing the Extension History

To view the whole extension history, including prior extensions, click View Prior Extensions from the top-right menu dropdown. This modal provides basic extension information about the current extension request, as well as all the previous requests.

Extension History			
Current Extension			
Extension Number 10	Extension Reason Change in Financing delay	Extension Requested By Broker/Purchaser	# of Days Extended 15
Extension Status Sales Extension Request Preliminarily Accepted	Extension Status Date 7/2/2024	Proposed Closing Date 9/10/2024	Total Fee Amount \$375.00
Initial Request Comments bla			
Previous Extensions			
Extension Number 9	Extension Reason Buyer Request	Extension Requested By Broker/Purchaser	# of Days Extended 15
Extension Status Sales Extension Canceled/Rejected	Extension Status Date 6/28/2024	Proposed Closing Date 9/10/2024	Total Fee Amount \$375.00
Initial Request Comments comments			
Rejection/Cancellation Comments Envelope was voided by AM. Reason for voiding: Incorrect Reason for Extension Additional comment: optional comments			

This is also available on the Bid Detail screen which is accessible by clicking on the Bid Confirmation link on the Bid Card.



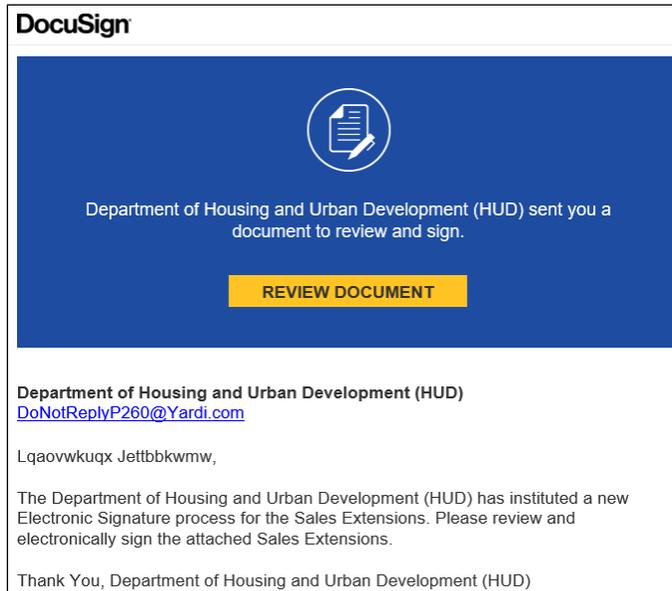
DocuSign E-Signature Workflow (04a)

The final piece of the Sales Contract Extension process requires E-Signatures from the Broker/Agents, all Purchasers, and then the AM (who signs on behalf of HUD).

The Sales Contract Extension document will reflect all the previously verified details of the extension.

Selling Broker/Agent Signing Ceremony

The DocuSign Envelope will first be delivered to the Broker/Agent who then clicks on the “Review Document” button to view the contents and sign the document by clicking on Continue then Start and then either accepting the signature provided by DocuSign or providing their own signature. They will then click Finish.



DocuSign Envelope ID: 2AA280E785-4E74-8B6D7D9E895F

DEMONSTRATION DOCUMENT ONLY
 PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docuSign.com

Sales Contract Extension

No Extension Fees

Case Number: [REDACTED]	Extension Number: 1	Date Sent: 10/04/2022
Property Address: 56833 Qizpo Anuswkarh1, TOPEKA, KS, 66604		
Selling Agent/Broker Company Name: Hqydx Nknfp	NAID: [REDACTED]	
Reason for Extension: extensionreason		
Selling Agent/Broker Name Axdmwfkcly Ngvvicatvt	Signature [Signature]	Date 10/3/2022 10:21:51 PM PDT
Purchaser Name Goahqbmqkh Gohgs Bffod Jjyfgzqedg	Signature	Date:
Purchaser Name	Signature	Date:
Purchaser Name	Signature	Date:
Purchaser Name	Signature	Date:

Asset Manager Section

Buyer Closing Agent Name: ykqxl Bqow	AM Received Date: 10/04/2022
<input checked="" type="checkbox"/> Cash Sale	<input checked="" type="checkbox"/> Current Proof of Funds
<input type="checkbox"/> Financed Sale	<input type="checkbox"/> Current Loan Status Letter
The request for sales contract extension has been approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
As a result of the approved extension the contract has been extended from: 09/29/2022 to 10/14/2022	
Asset Manager Signature:	Date:

DocuSign No Extension Fees 7_19_2022.docx 1 of 1

Once the Broker/Agent completes their portion of the E-Signature, the following will occur:

- The DocuSign Envelope will be routed and delivered to all listed Purchasers.

Purchasers Signing Ceremony

After the Selling Broker/Agent signs, each Purchaser will receive an envelope to electronically sign which will follow the same steps as the Selling Broker/Agent.

Once all Purchasers complete their portion of the E-Signature, the following will occur:

- The DocuSign Envelope will be routed and delivered to the AM who verified the fees and supporting documentation.

AM Signing Ceremony

After each Purchaser signs, the AM (acting on behalf of HUD) will receive an envelope to electronically sign which will follow the same steps as the prior signers.

Once the AM completes their portion of the E-Signature, the Sales Extension process is completed, and the following will occur:

- Each signer will receive a copy of the completed electronically signed document

- An email will be sent to the Selling Broker/Agent advising them that the closing date has been extended.

<p>Extension Information</p> <hr/> <p>Case Number: [REDACTED]</p> <p>Property Address: 88444 Dsita Mmvjaopuft, Calexico, CA 92231</p> <p>Sales Extension Number: 1</p> <p>The Sales Extension E-Signature completed on 11/01/2022. The closing date has been extended to 10/01/2022 from .</p> <p>For additional details, please login to P260.</p> <p>If you have any additional questions regarding this extension, please follow-up with the HUD Asset Manager:</p> <p>Asset Manager Company: Liysj Jpqpg</p> <p>Asset Manager Company Phone: (000) 025-1490</p> <p>Asset Manager Email: sseiikiqqf@example.com</p>

- Bid cards on HUD Homestore Accepted Bids tabs will have Current Closing Date updated to the extended closing date.
- The Bid Card under Accepted Bids will no longer have View Extension link. Add Extension link will be available in case additional extensions need to be added.
- Extension information will be available on Bid Details. Extension Status will be DocuSign Process Completed.

Additional DocuSign E-Signature Functions

Void Envelope

After the DocuSign Envelope is generated, there may be a need to Void the envelope. An envelope may be voided manually or automatically. Here is a list of actions that may void an envelope:

- A Sales Contract is canceled by AM after the Sales Extension E-Signature process has been initiated.
- AM cancels the Extension.
- The DocuSign Envelope has not been signed by all parties by the Envelope expiration date.
- AM manually Voids envelope. They can choose to either cancel extension or regenerate the envelope after voiding.

If AM manually voids envelope and chooses to cancel the extension, the following will occur:

- Bid card will no longer have View Extension link but will be replaced by the Add Extension link so a new extension can be added.
- Bid Details will have an Extension history available with the information about the reason for cancellation.

If AM manually voids envelope and chooses to regenerate the envelope, the following will occur:

- A new envelope will be regenerated, and all signers will go through the signing process again.