YOUR FIRM'S LETTERHEAD GOES HERE

YOUR CONTRACT OF SALE, IN PLAIN ENGLISH / SELLER'S COPY

SAMPLE

14 Sample Street, Anytown, NY 11700

Prepared for Morgan Ellis, seller · Contract dated 10/21/2026 · 21 pages, attached behind this cover

You are selling the house as it stands for $840,000. The buyer can still back out if the loan does not come through.

$840,000	$84,000	$672,000	Nov 15
purchase price ¶3	deposit, held in escrow by the seller's attorney ¶3, ¶6	loan the buyer is applying for ¶8	closing, on or about, at 1 o'clock ¶15

Dates that matter

Oct 31, 2026	Last day for the buyer to report termite damage in writing. After this, that right is waived.	¶40
Nov 11, 2026	Last day for the buyer to scan for a buried oil tank.	R¶2
Nov 15, 2026	Target closing date. The buyer may walk through within the 48 hours before, by appointment.	¶15, ¶33
Dec 5, 2026	The buyer's loan commitment deadline. Until then, plus 5 business days, the buyer can cancel if no loan comes through.	¶8
Closing + 5 days	The latest you may stay in the house after closing.	R¶15

Dates are counted from a contract date of October 21, 2026, the day the last signature went on. Your attorney confirms the exact dates. November 15 is a Sunday, and it falls before the loan deadline.

What you agreed to

You deliver the house empty and broom clean

¶16, R¶15

You may stay up to 5 days after closing if you leave $10,000 in escrow with your attorney. Each day past the fifth costs $500, and you keep your insurance in place while you are there.

Promises you made about the property

R¶7, R¶8, R¶12

No open permits and no known violations. The pool and sprinklers work and do not leak. The septic system is inside your lot lines. No insurance claims in 24 months. These are to the best of your knowledge.

You keep the place up until closing

R¶4, R¶7

Lawn, leaves and snow stay your job. You will not rent the house or file any zoning application before closing.

Certificates of occupancy

¶35

You provide one for the house as a legal one-family home. You do not have to provide one for things like decks, sheds, fences, patios, finished basements or central air. If the buyer's bank insists, you choose whether to get it, remove the item, or cancel.

Small money items

R¶9, ¶27, R¶14

You owe a credit of up to $500 for any appliance not working at closing, and you pay the brokers named in the contract.

How this deal can end early, and what happens to the deposit

No loan by the deadline	The buyer may cancel in writing within 5 business days and gets the deposit back. Saying nothing gives up that right. ¶8
Buried oil tank problem	The seller chooses: remove it and clean up, or cancel and return the deposit. R¶2
Termite damage reported on time	The seller chooses: treat and repair, give a one-year guarantee, or cancel and return the deposit. The buyer may still go ahead. ¶40
Too much land cleared	If the town requires replanting, the seller may do it when the overage is 5% or less. Above 5%, either side may cancel and the deposit comes back. R¶3
A missing certificate the bank insists on	The seller may get it, remove the item, or cancel and return the deposit plus up to $750 of title costs. The buyer may waive it and close anyway. ¶35, R¶10
Title can't be made good	The seller may cancel and return the deposit plus up to $750. The buyer may accept the title as it is and close. ¶36, R¶10
The buyer walks away without cause	The seller keeps the $84,000 deposit. That is the seller's only remedy. ¶23
The seller refuses to close	The buyer may go to court, including to force the sale. ¶23

Your to-do list

1. Keep the grounds maintained through closing.
2. If the pool or sprinklers are closed for winter, get the service company's letter saying they worked.
3. Gather manuals, warranties, floor plans and your utility account list.
4. Decide now whether you need the 5 days after closing, and plan for the $10,000 escrow.
5. Tell your utility companies the closing date so accounts end or transfer that day.

Worth asking your attorney

- I promised there are no open permits. Has anyone checked the town's records?
- What happens to my $10,000 if the buyer finds something after I move out?
- The buyer can cancel over the loan until early December. Can the closing really happen November 15?
- Which of my promises still bind me after the closing?

This cover page restates the attached contract in everyday language and is sent to you by your attorney's office. It is general information, not legal advice. It leaves things out, and the contract itself controls. Paragraph marks point to the contract (¶) or the Purchaser Rider (R¶). If anything here differs from what your attorney tells you, your attorney's advice controls.