



SALES RELEASE GUIDELINES

Sage Homes will be released by Shea Homes on **Saturday, January 30th, 2016 at 10:00am**. In an effort to offer these properties in a fair, equitable, and manageable manner, Shea Homes has developed the following steps to help guide you through the process. Should you plan to purchase a home when they are released for sale, we ask that you read this carefully. Please discuss any questions with your Community Representative.

1. All prospective purchasers and all parties who plan to participate in the sales release must be pre-qualified with Shea Mortgage. A pre-qualification form is available at the community sales office. Presently, Shea Homes is not considering contingent purchase offers.
2. **In order to participate in this release, pre-qualification applications must be submitted to Shea Mortgage by Wednesday, January 27th, 2016 at 5:00pm.**
3. The homes will be offered on a first come - first served basis.
4. Prospective purchaser must be present to sign in and make home selection.
 - a. If a prospective purchaser is unable to attend the release due to an extreme situation, we may allow a representative to stand in (realtor, family member, etc.). This is a rare occurrence (out of the country, in the hospital, etc.) and will be approved on a case by case basis. You must notify the Community Representative one week in advance for approval.
5. **Shea Homes will begin check-in at 9:00am on January 30th in the community sales office.**
6. **In the event multiple parties are present at the time of check in, a drawing will take place to determine the order of priority for each Lot.**
 - a. **One entry per buying group/family.**
 - b. **A realtor/representative of a prospective purchaser may only represent one individual.**
7. **Anyone arriving after 9:45am will not be able to participate in the drawing.**
8. **Prospective purchasers are responsible for ensuring their name is on the list in the order of arrival. Be sure to note the time of your arrival.**
9. **Once you sign in, you must remain in the community sales office area to maintain your position.**
10. While priority will be given to those who've been pre-qualified with Shea Mortgage (SM), prospective buyers who have not been pre-qualified with SM prior to the release will be offered home selections on a first come-first served basis after those buyers who prequalified in advance with SM. Those not pre-qualified prior to the release must pre-qualify with SM prior to entering into a Hold agreement.
11. At the time of the release, the Community Representative will call all the names on the sign-in sheet to verify all parties are present. (Anyone not present will be removed from the sign-in sheet)
12. As names are listed on the sign-in sheet, the Community Representatives will work with each party to determine which property they're interested in purchasing, subject to the property being available. Shea Homes plans to sell homes one to a customer.
13. If you are currently working with a real estate professional and you would like them to be a party to this transaction, they must have been present with you on your first visit to our community and properly registered you with one of our Community Representatives. If this is your first visit to this community, your agent must be with you at this time to register.
14. Should the property you wish to purchase not be available, you have two options:
 - a. Select another home
 - b. Ask that your name be kept on an interest list for the property you wish to purchase. In the event the current buyer cancels the Community Representative will call prospective buyers who are interested in said property. This is not a guarantee to be contacted.
15. All parties are solely responsible for actively staying in contact with the community sales staff and for keeping themselves updated on available home sites and future releases.
16. Should you purchase a home in this release and wish to transfer to another location, you will have to cancel your existing purchase and re-enter this process from the beginning.
17. You cannot assign your position on the sign-in sheet. Holds and/or purchase documentation will only be entered into with the party whose name appears on the sign-in sheet.
18. Shea Homes, like many companies, provides benefits to its employees and affiliates, one of which is the ability to purchase a home. Shea Homes reserves the right to withhold home sites from any release for the benefit of an employee or affiliate.

Purchasing a home is an exciting and involved process. We're here to help guide you through the process and hope to make this an outstanding experience as you purchase a new Shea Home. Should you have any questions, please contact your Community Representative for assistance.

Julie Rubay julie.rubay@sheahomes.com

Catia Thiebaut catia.thiebaut@sheahomes.com

**225 Fennel Way, Livermore
Near the corner of Portola and Isabel
866.696.7432**