

Fannie Mae/HomePath Properties

OFFER INSTRUCTION SHEET

DO NOT LOAD THIS CHECKLIST TO HOMEPATH.COM

1. **ALL OFFERS MUST BE SUBMITTED ONLINE AT HOMEPATH.COM (REGARDLESS OF BUYER FINANCING).**
2. THE BUYER may use any TYPE OF qualified financing or Cash.
3. ELECTRONIC SIGNATURES allowed for offer submission, but LIVE signatures are required on escrow documents.
4. Buyers names on the purchase contract MUST match loan docs and title on all documents. If the lender is using a middle name or initial, then the purchase contract and the Fannie Mae addendum must match.
5. **ONLINE OFFERS WILL INCLUDE THE FOLLOWING:**
 - A. **California Sales Contract: RPA-CA (Pages 1-10 only, no BIA, please be sure to "white out" BIA checked box on page 2 of the RPA – Seller is exempt from signing, therefore it cannot be included in executed contract. You are welcome to keep a copy for your broker file)**
 - B. **NO Initials for Liquidated Damages and Mediation Arbitration paragraphs, RPA page 8**
 - C. **Purchase Addendum: Fannie Mae purchase addendum completed to the best of your abilities (pages 1-13)**
 - D. **Owner Occupancy Cert: If your buyer intends to occupy the property as their PRIMARY RESIDENCE.**

On Homepath.com, please upload the 3 separate files (A, B, & C) above or as ONE file. You may obtain the offer link in the private agent remarks of the MLS sheet. The Fannie Mae purchase addendum and Owner Occupancy Certificate are loaded into the "Click Here for Supplements" link under the listing pictures on Matrix. Complete the Fannie Mae Purchase Addendum to the best of your abilities. After acceptance, a final addendum will be generated.

6. Please include the following language in paragraph 6 of the RPA-CA: **Pursuant to section 28 of the Real Estate Purchase Addendum, this document is subject to all terms and conditions set forth in the Real Estate Purchase Addendum.**
7. Seller does not pay for HOA doc, HOA transfer, NHD report, county transfer tax (exempt), escrow fees, and buyer home warranty. These items should be checked buyer to pay on page 2 of the RPA. If the buyer needs a credit for these fees, please note "Seller credit towards buyers recurring and non-recurring closing costs not to exceed \$XXX.XX"
8. If seller's choice of Escrow/Title, then buyer pays both sides of escrow and seller pays both sides of title.
If buyer selects Escrow/Title, then buyer pays both sides of escrow and buyer pays both sides of title.
9. If the seller receives multiple offers, you will be notified VIA email from Homepath.com and the Listing Agent... requesting all buyers for their "best and highest" offers.
10. The seller typically takes 1-2 business days to respond to offers. (This process may take longer)
11. The seller has a FirstLook period for 20 days. During the first 20 days on the market, investor offers will not be reviewed or accepted. Investor offers will be rejected during the FirstLook period. The FirstLook days left is located at Homepath.com at the particular property address.
12. **Do NOT load buyer's EMD check (payable to Escrow) or lender pre-approval letters to Homepath.com.** Please email these items to the listing agent separately, including lender contact information and loan rate.

THANK YOU