



REQUIRED INSTRUCTIONS FOR SUBMITTING OFFERS

In order to stay compliant with MLS rules and State regulations, Savvy Lane must be updated on all documents related to our listings and their status. To do this, we require the following steps to ensure we remain compliant.

1. HOW TO SUBMIT OFFERS ON A SAVVY LANE LISTING:

While we appreciate that likely negotiations and conversations directly with the seller have taken place, **Savvy Lane REQUIRES that ALL offers and/or addenda are submitted via our web portal.** Here is the website to upload your offers and addenda: <http://www.savvylane.com/secure/offers>

2. MUTUAL CONTRACT ON A SAVVY LANE LISTING:

It is **REQUIRED** that a copy of the mutual contract is immediately emailed to team@savvylane.com, and uploaded to the portal at <http://www.savvylane.com/secure/offers> as soon as the contract is fully mutual. Additionally, we require copies of the Earnest Money Receipt and final Settlement Statement when those documents are available.

3. TITLE AND ESCROW ON A SAVVY LANE LISTING:

For consistency and convenience, preliminary title and escrow has been opened on this Savvy Lane listing. Please be certain your contract reflects the following provider on your offers **and** mutual contract. If you have any questions, please reach out to the contacts below. This is not a required step but allows Savvy Lane and our customers to stay on top of the transaction and stay compliant.

Contact Savvy Lane Transaction Coordinator with any questions:

Jo Bronte: tc@savvylane.com (206) 279-2198

***BOTH title and escrow will be issued and closed by Endpoint.**



www.getendpoint.com

Title and Escrow Team Email – closing.ca@endpointclosing.com

Title and Escrow Team Phone – [\(657\) 334-6700](tel:(657)334-6700)

Business Dev. Manager – John Kirkpatrick – (206) 713-4612 – johnk@endpointclosing.com

****See listing supplements for additional information/benefits related to Endpoint****