



# AGENT INSTRUCTIONS

## OFFER CHECKLIST FOR BROKERS/AGENTS

Please use this checklist to ensure your offer is complete BEFORE sending the offer to SIRVA. Incomplete offers will cause a delay in SIRVA's review and acceptance of the offer!

- The transferees are to fully negotiate the terms of the offer following the guidelines below, but **ARE NOT TO SIGN ANY SALES AGREEMENTS OR ADDENDA!** All purchasers should know that all final agreements must be reviewed, accepted and executed **by SIRVA.**
- Purchase Agreement** signed by purchaser with SIRVA Relocation LLC named as the sole Seller and the signer of this contract.

**PLEASE NOTE:** SIRVA **will not** accept any offer that is contingent on the SALE of the purchaser's home. SIRVA **will** only accept offers contingent on the CLOSE of the purchasers' home. Contingent offers must be accompanied by the following **two** requirements: **(1)** a copy of the purchaser's executed purchase agreement for their property, and **(2)** proof of their purchaser's financing.



The following 2 relocation contingency clauses **MUST** be included, as written, into every Purchase Agreement:

- "Contingent upon SIRVA Relocation LLC being able to deliver good and marketable title to the property."
- "Contingent upon the Purchaser signing SIRVA Relocation LLC's Rider to Sales Agreement, Addenda and Releases (collectively "Addenda") to be made part of and attached to this Agreement."

The following SIRVA Addenda and Disclosures **MUST** be executed by the purchaser and provided to SIRVA, BEFORE the offer will be considered complete for SIRVA's review:

- SIRVA Rider to Sales Agreement** -- signed, initialed and dated by purchaser.  
  
**Note:** Page #2 of the Rider **does** need to be completed **at the time of the offer**, unless inspections have previously been conducted, provided and acknowledged by purchaser. The Grid on Page #2 should be initialed by the purchaser to indicate which inspections/disclosures have been received from the Seller at the time of the offer. Please return the entire fully executed and initialed Rider. (This Grid must be updated by the purchaser if reports are disclosed at a later time.)
- Indoor Air Quality Disclosure (attached)** - Initialed
- Notice of Affiliated Business Arrangements (attached)** - Signed and dated by the purchaser.

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- SIRVA Property Disclosure** -- Signed, initialed, and dated by the purchaser.
  - Lead-based Paint Disclosure** (if necessary) --signed, initialed, and dated by the purchaser.
  - A copy of any local disclosure forms** (as completed by the homeowner) --Signed, initialed, and dated by the purchaser.
  - A SIRVA Stamped copy of any local disclosure forms** -- Signed, initialed, and dated by the purchaser.
  - Closing Agent Selection Agreement**- Signed and dated by the purchaser.

**NOTE: PLEASE BE AWARE THAT, WHILE THIS FORM IS REQUIRED TO BE EXECUTED AND ATTACHED TO ALL SIRVA CONTRACT OFFERS, THE ESCROW OFFICE AND CLOSING PROCESS ARE EXPECTED TO BE NEGOTIABLE TERMS AND NOT IN ANY MANNER INTENDED TO ACT IN VIOLATION OF RESPA.**

The following items must be provided prior to offer acceptance:

- Copy of earnest money check with proof of escrow deposit and funds availability to SIRVA, within 24 hours of contract execution. (Do not send the actual check to SIRVA.)**  
**Please Note:** Our business practice is to require at least 2% of the purchase price in earnest money.
- Copy of Purchaser's mortgage loan approval**, unless purchaser has applied through SIRVA Mortgage. (*Purchaser's mortgage loan approval MUST state that "income, assets, and credit have been verified" in order for SIRVA to sign the offer.*)
- SIRVA Buyer Information Form** completely filled out
- SIRVA Privacy Policy to be provided to the buyer's agent for disclosure purposes. (No signature is required.)**

The following additional documents will also be required, prior to closing:

- NOTICE OF COMPLETION AND ACCEPTANCE OF REPAIRS.** (To be executed upon completion/resolution of repair issues and removal of inspection contingency.)  
**Please Note:** *NO closing may conclude and possession/keys may not be granted until this form is properly filled in, executed, and returned to SIRVA for review. This Notice **may not** be altered without written agreement by all parties.*