

INSTRUCTIONS FOR OFFER SUBMISSION

1. Email all offers to mary@coldwellbankerab.com and kim.case@coldwellbankerab.com in PDF format only please. The offer must be typed, please no handwritten offers.
2. Please send all documents below in one PDF file.
3. Please include the attached information sheet completed with your offer.
4. Make sure the purchase agreement is signed and initialed, please list **“John V. Giardinelli Esq. as authorized agent by the court”** as the seller(s) on all documents.
5. Prequal letter must be dated within 30 days and must include the purchase amount, down payment and type of financing.
6. Please include proof of funds in the form of a bank statement dated within 30 days and names must match the contract.
7. Offers require a minimum of 2% deposit. All cash offers require a minimum of 5% deposit.
8. Be prepared to cooperate with a cross qualification with a preferred lender if asked.

Date: _____

Property address: _____

City, State, Zip: _____

Offer amount: \$ _____ Down Payment: \$ _____

Loan Amount: \$ _____ Down Payment %: _____

Seller paid Closing costs: \$ _____ EMD: \$ _____

Home warranty: \$ _____ Termite: \$ _____

Closing Date: _____

SELLING BROKER INFORMATION (REQUIRED)

Selling Agent Name: _____ Lic #: _____

Company name: _____ Co Lic #: _____

Company Address: _____

Company City, State, Zip: _____

Cell Phone: _____ Email: _____

MLS Board: _____ Agent ID: _____

BUYERS INFORMATION (REQUIRED)

Name(s): _____

Address: _____

Phone: _____ Email: _____

FINANCING LENDER INFORMATION (REQUIRED)

Contact: _____ Company: _____

Address: _____

Phone: _____ Email: _____