

## **INSTRUCTIONS & CHECKLIST FOR OFFER SUBMISSIONS**

Dear Agent,

Thank you for your interest in submitting an offer on our property listing. Please understand to ensure a smooth negotiating process we only need specific documents and in a specific format. Below are instructions on format and a checklist of what is required to submit your offer. Please DO NOT send anything else or deviate from the instructions below. This will only cause your offer to be returned and your submission to the Seller to be delayed.

### **SENDING INFORMATION AND FORMAT:**

1. Email all offers to: **JF@SSREGENCY.COM**
2. **PDF format ONLY.** DO NOT email any .jpg or picture files. They are not accepted. The size of the file shouldn't be over 8MB combined
3. Your offer must be **TYPED.** Handwritten offers are NOT accepted.
4. Please send all documents below and **in the order they are listed below starting with the Cover Sheet attached.**
5. MUST be combined and in ONE pdf file.

### **CHECKLIST(REQUIRED):**

1. **CONTRACT COVER SHEET:** Must be 100% completed. It will be returned if not 100% completed.
2. **RPA:** Signed and initialed Purchase Agreement with no initials missing. Please list **"CHRISTOPHER and KATHRYN BADILLA"** on the seller signature line of ALL DOCUMENTS. Do not put any Bank Name or leave blank. Basically what you have in your ZipForms file RPA document
3. **AGENCY DISCLOSURE:** Include your Agency Disclosure with your offer.
4. **PREQUAL LETTER:** This letter must be from a DIRECT LENDER ONLY. Letter must be dated within 30 days and must include the purchase amount, down payment, type of financing, concession credits and qualifying FICO score.
5. **PROOF OF FUNDS:** Bank statement dated within 30 days. Name on bank statement must match name on purchase contract. No corporate or partnership accounts unless the same corporation or partnership is listed as the buyer on the contract. If relative is gifting funds, you MUST include a gift letter with your bank statement.
6. **EMD:** All offers require a minimum of 2% deposit. ALL CASH OFFERS require a minimum of 5% deposit. No exceptions.

### **IMPORTANT THINGS TO FOLLOW SO YOUR OFFER IS NOT RETURNED:**

1. **DO NOT** send ANY OTHER documents, disclosures, forms or paperwork. They are not needed at this time for your initial submission.
2. **DO NOT** send MLS sheets, pictures, DU or LP Findings, Credit Reports, REO Advisories, AVIDs, Property Questionnaires or **ANYTHING ELSE OTHER THAN THE ITEMS LISTED ABOVE PLEASE.** If anything else is needed to make a decision on your offer we will email you the request.
3. **BE PREPARED** to cooperate with a cross qualification with a preferred lender if asked. This will depend on the Bank and/or the overall strength of your offer.

**THANK YOU FOR YOUR COOPERATION & WE'LL LOOK FORWARD TO WORKING TOGETHER & GETTING YOUR OFFER SUBMITTED ASAP!**

Date: \_\_\_\_\_

**PROPERTY INFORMATION (REQUIRED)**

Property Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Offer Amount: \$ \_\_\_\_\_ Down Payment: \$ \_\_\_\_\_

Loan Amount: \$ \_\_\_\_\_ Percentage Down: \_\_\_\_\_ %

Type of Loan (Circle One): FHA VA CONV CASH OTHER: \_\_\_\_\_

Seller Paid Closing Costs: \$ \_\_\_\_\_

Earnest Money Deposit Amount \$ \_\_\_\_\_

Home Warranty: \$ \_\_\_\_\_ Termite (Min): \$ \_\_\_\_\_

Closing Date: \_\_\_\_\_

**SELLING BROKER INFORMATION (REQUIRED)**

Selling Agent Name: \_\_\_\_\_ Lic. No. \_\_\_\_\_

Company Name: \_\_\_\_\_ Co. Lic No. \_\_\_\_\_

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: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_