

Instructions for Online Offer Submission

1. Go to our Website www.osbornere.com
2. Hit the Submit Offer Button
3. Select Agents
4. Follow instruction screen – Enter your information as the Agent representing the Buyer
5. Choose the Property you will make the offer on
6. Enter the information in all **REQUIRED FIELDS** and all other fields which pertain to your offer
7. Inspections and PreQual Fields:
 - a. Pre Qual/ POF checkbox must only be checked if you have included the Pre Qual letter from our preferred lender and the letter from the outside Lender if your buyer chooses their own. **OFFER WILL BE CONSIDERED INCOMPLETE WITHOUT THOSE ATTACHMENTS**
 - b. Home Warranty Field must have BUYER PAID, SELLER PAID, ½ FOR BOTH, WAIVED, only.
 - c. For all boxes requiring a check mark, please only check if buyer is asking for seller to pay.
8. Make sure you Upload your offer and all pertinent documents from the offer screen
9. Hit Submit, once you do a message will appear at the top of the screen, this is your confirmation. Please print screen to retain for your records.

After you submit your offer

1. Please do not re-submit your offer by email or fax after submitting online.
2. You will receive a live confirmation from the listing agent within 48 hours of receiving your offer.
3. If you have waited 48 hours and have not heard from the listing agent, please contact the main Osborne & Associates and ask for management. Make sure you have your printed confirmation for reference.
4. We highly recommend each agent to submit their offer from the online entry screen, if you can't upload your offer please email the offer to the contact address listed on the offers page.
5. If you run into any problems or have any questions please refer to the listing agent of the property you are making the offer with.

Remember if your buyer uses the sellers preferred lender they will provide a paid Home Inspection, 1 year Standard Home Warranty, and 2nd Appraisal Fee!!