



## INSTRUCTIONS FOR OFFER AND COUNTER OFFER SUBMISSIONS

Dear Agent,

Thank you in advance for your interest in writing an offer on our listing. Please understand, that in order for us to effectively give your buyers the opportunity to purchase this listing, it is vitally important that you follow the offer submission instructions below. It is our goal to make an offer submission quick, simple and seamless for you and your clients.

1. You must submit your offer and/or counter offer to: [OFFERS@PARKREGENCY.COM](mailto:OFFERS@PARKREGENCY.COM) and no other email address. Submitting your offer to any other email address may cause possible delays in processing your offer and/or counter offer. We all want to give your buyers the same fair and equal opportunity to purchase our listing. By submitting your offer and/or counter offer to [OFFERS@PARKREGENCY.COM](mailto:OFFERS@PARKREGENCY.COM) you can feel confident that your buyers will experience the opportunity they deserve to purchase our listing.
2. Please submit all in the following order, combined in 1 pdf format file: **Contract Cover Sheet, RPA, Agency Disclosure, Pre-qual letter from a DIRECT LENDER ONLY** (must be dated within the **past 30 days**, include purchase amount, down payment, type of financing, concession credits and qualifying FICO score), **Proof of Funds** (must be dated within the **past 30 days**, corporate/partnership accounts must match name on the purchase contract, if funds are being gifted you must include a gift letter also) and **EMD** for a minimum of 3%. Please do not submit any additional documents; if anything else is needed we will contact you directly.
3. Please be prepared to cooperate with a cross-qualification with a preferred lender.
4. For any questions that you may have in regard to any offer and/or counter offer submissions or offer status, please **email** [OFFERS@PARKREGENCY.COM](mailto:OFFERS@PARKREGENCY.COM) , so we may get back to you in a timely manner.
5. Please note that voicemail or text messages will be responded to last. That is why we strongly recommend that you email us at [OFFERS@PARKREGENCY.COM](mailto:OFFERS@PARKREGENCY.COM)

Thank you for your cooperation. We look forward to working together and getting your offer submitted.