



## **INSTRUCTIONS & CHECKLIST FOR OFFER SUBMISSION**

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.

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

1. You must submit your offer and/or counteroffer to [FDROFFERS@GMAIL.COM](mailto:FDROFFERS@GMAIL.COM) and no other email address. Submitting your offer to any other email address may cause possible delays in processing your offer and/or counteroffer. We all want to give your buyers the same fair and equal opportunity to purchase our listing. By submitting your offer and/or counteroffer to [FDROFFERS@GMAIL.COM](mailto:FDROFFERS@GMAIL.COM), you can feel confident that your buyers will experience the opportunity they deserve to purchase our listing. **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
2. Seller has authorized Coldwell Banker Realty/Frank Del Rio Team to reject any offer below or at the asking price. Please note that all of our properties are priced aggressively and to please check the comps and the online activity to determine how high your client(s) should write their Best and Final offer. Please note that the seller may not counter any offers. So, again, we strongly suggest that you submit your Best and Final Offer.
3. Please submit all in the following order, combined in 1 pdf format file: RPA, Agency Disclosure, Pre-qual letter from the Lender (must be dated within the past 30 days, include the 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 the 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.
4. Please be prepared to cooperate with a cross-qualification with a preferred lender.
5. Please note that voicemail or text messages will be responded to last. That is why we strongly recommend that you email us at [FDROFFERS@GMAIL.COM](mailto:FDROFFERS@GMAIL.COM). **Offers will be presented Monday-Friday during business hours.**

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

Regards,  
*Frank Del Rio*