



# Offer Submission Outline

- ✓ Submit all offers to [Brendatrigo@gmail.com](mailto:Brendatrigo@gmail.com) and please CC - [VivanAinis@gmail.com](mailto:VivanAinis@gmail.com)
- ✓ All documents should be PDF attachments. Do NOT include Dropbox, Google Drive, DocuSign, or any similar file-sharing services. Files should immediately be accessible from the email message.
- ✓ Include Proof of Funds and Pre-Approval Letter. DU and FICO Scores included are recommended.
- ✓ Offer must include your Buyer Representative and Broker Compensation Agreement (BRBC)
- ✓ Escrow: Anchor Seaport Escrow with Stephanie McIntosh
- ✓ Title: Old Republic Title with Dana Fites
- ✓ Appraisal to be ordered within 72 hours of acceptance

**Offer Recommendations:** In an effort to simplify the offer process as much as possible, please review the following recommendations for submitting an offer. It is likely that this property will receive multiple offers. Please encourage your client(s) to submit a strong initial offer as there is no guarantee that each offer will receive a counter. While your client may submit their offer however they like, it is highly recommended that all offers include the following:

1. Escrow to be 30 Days or sooner.
2. Earnest money deposit of 3% of the purchase price
3. Seller's choice of service providers.
4. Proof of funds and a pre-approval letter (if there is a loan) must be provided for consideration.
5. Inspection contingency and Investigation period (including review of disclosures and title) of no more than 10 days.
6. Insurance Contingency period of no more than 10 Days.
7. Loan 14 days and appraisal contingency 12 days or less (or if marked Waived include CAR CR removal form completed).
8. If you choose to remove the appraisal contingency please include proof of additional funds

You are more than welcome to recommend other terms to your client to make their offer as strong as possible using your best discretion. If you have any questions prior to please give Brenda or Vivan a call. Thank you for your time and efforts in submitting an offer!