ESCROW JOE
Real Estate Group
Associate of RE/MAX Advantage

Hello Agents!

To help streamline the offer submission process and minimize the need for counter offers, please review and follow the guidelines below carefully when preparing your offer:

Complete RPA in Full
Please complete the Residential Purchase Agreement in its entirety. ***Do not* fill in the seller's names**–leave that section blank.

Include Pre-Approval & Proof of Funds
All offers must include a current pre-approval letter and proof of funds. In your email, please note whether you've worked with the lender before.

Loan Contingency Timing
Lender must confirm whether the buyer can remove the loan contingency upon receiving loan approval **or** only once they receive "clear to close."

- If the contingency is not removed by day 17, there will be a ***per diem charge*** from day 17 through the clear-to-close date–this must be paid by the lender.
- The lender is required to call me **before** offer acceptance.

Sections Q5 and Q6
These do not apply and will be countered if included.

Included Items
Please refer to the MLS for a list of included items. Do not include items such as a wine fridge, refrigerator, EV charging station, or washer/dryer **unless** they are explicitly included in the listing.

Possession Terms
Review the listing for seller's requested number of days of possession after close of escrow. Please match your offer accordingly.

Seller's Choice of Services
Offers should reflect seller's selection for escrow and title services.

Thank you in advance for your professionalism and attention to these details. I'm happy to answer any questions prior to submission to help ensure a smooth process for everyone involved.

Best regards,

Escrow Joe