



From Bradley Parker
Trust Asset Manager

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Class Status CONFIDENTIAL

To Juan Huizar

LISTING/SALE OF PROPERTY

Sage Real Estate

FRANK C SWINDEL TRUST

552 The Village. Unit #213.
Redondo Beach, CA 90277

Congratulations on your recent assignment as listing agent for the subject trust property.

Enclosed please find the following for your review and handling:

- Bank of America's "Addendum to Purchase & Sale Agreement-Residential" form. You will be responsible for providing a sample copy of this form to any interested party for reference purposes only (will be completed by Seller upon acceptance of offer). If a prospective buyer wishes to submit an offer, they should submit their offer by completing the provided "Offer Worksheet" form only, not on a state-specific purchase contract form (RPA).
- "Inspection Disclaimer and Acknowledgment" form. This form will need to be signed by all prospective buyers and included with their sealed offer package.
- "Preliminary Title Report". This should be reviewed by yourself and provided to all parties interested in submitting an offer to purchase.
- "Sealed Bid Marketing Process Information" memo, which is for your review purposes only and not to be provided to third-parties, although this sheet will assist you in better communicating the process to interested parties.

Only a completed Offer Worksheet and the signed Inspection Disclaimer and Acknowledgment form should be included in any prospective buyer's sealed offer package, along with their Pre-Approval and/or Proof of Funds documentation. Upon acceptance of offer, your offices will draft the binding applicable purchase agreement documents based upon the accepted terms and conditions of sale and provide to the successful buyer for their review & execution.

IT SHOULD BE NOTED THAT THE PARTIES SHALL NOT BE BOUND UNTIL A FULLY EXECUTED RESIDENTIAL PURCHASE AGREEMENT AND THE DESCRIBED ADDENDUM IS COMPLETED BY BOTH BUYER AND SELLER. SELLER RESERVES THE RIGHT TO ACCEPT ANY OTHER OFFER PRIOR TO ACTUAL RECEIPT OF BUYER'S WRITTEN ACCEPTANCE AND SELLER'S FINAL WRITTEN ACCEPTANCE.

Please spend some time reading through all of the documents thoroughly and I welcome you to contact me should you have any questions.

Thanx & Good Luck!