

Please read carefully to submit your offer

We use TRANSACTLY for offer submission. We do this for complete transparency of offers between our Clients and Agents.

1. DO NOT USE GLIDE FOR OFFER SUBMISSION

2. Use the link in the showing remarks for Transactly portal.
 - a. Copy Transactly link into web browser
 - b. Click Make an Offer
 - c. Create account (if you do not have one)
 - i. You will be emailed a link to complete registration
 - ii. Complete registration
 - iii. Then take link from MLS and reinput into browser
 - iv. You will be prompted to Make an offer
 - v. DO NOT WORRY ABOUT WHAT IS SAYS FOR LISTING AGENT OR SELLER NAME, it populates our TC's info
3. Upload and submit documents and offer
 - a. Fill in offer details
 - b. Fill in buyer's information
 - c. Add documents
 - i. Drag or upload your offer, prequal/POF
 - ii. DO NOT UPLOAD BUYER LETTER. Stick to objective terms and DO NOT VIOLATE FAIR HOUSING AND DISCRIMINATION laws by submitting your client's letter.
4. Offer submission complete
 - a. Once offer is submitted, it goes DIRECTLY to the SELLER, and the agent in real time. You will never have to worry about your offer not being presented to the seller.
 - b. If your offer says ACCEPTED, you did the steps wrong and created your own room instead of using our link. Your offer is NOT accepted, and you will need to go through the steps again.

Thank you for taking the time to show our listing, we completely understand how hard you are working for your client, we know this market is rough for everyone right now.

Frequently Asked Questions

- 1. General questions not found here, PLEASE EMAIL US THE QUESTIONS. DO not email asking for a phone call, if you have questions, email them so we can respond quickly and avoid phone tag.**
- 2. Please have your buyer view the 3D Matterport tour PRIOR to scheduling an appointment. With limited showing windows, do not waste one on a client who hasn't viewed the tour and the home isn't a good fit for.**
- 3. Do you have offers? YES, this is an insane market and we have multiple offers**
- 4. What is your client looking for? The highest price, combined with the best terms.**
- 5. Is there a deadline? If there is not one in the MLS remarks, then email us.**
- 6. Is there only a SUPRA BOX? YES, and no other arrangements will be made. You may call your board and have access set up on your phone, it is \$15 a month.**
- 7. Can I schedule an appointment? YES, through showingtime, and showingtime only. We use the premium version, not the free version. They actually call, text and email the seller in real-time to attempt scheduling your appointment request**
 - a. "I requested an appointment and it isn't confirmed yet", allow the seller time to make sure that time works. Sellers's work, have lives and need to make arrangements for appointments. They will approve ASAP**
- 8. Please respect everyone's time, if you cannot make an appointment, CANCEL the appointment.**
- 9. My offer says accepted in Transactly, when will I get escrow info? Your offer is NOT accepted, you most likely created your own transaction instead of submitting an offer on ours**
- 10. Transactly is giving me problems, can't I just email you the offer? It's not giving you problems, please follow the steps. We must use Transactly so all parties have confidence the offer was sent to seller.**