

Thank you for your client's interest in this home. ***The seller desires simplicity, clean terms and as stress-free a transaction as possible.*** Please use the following guidelines to submit your offer:

- **Submit the offer directly to the listing agent**
 - Submit in one complete **PDF form** with all applicable disclosures attached
 - Do not share DocuSign Packets, Transaction Desk or Dotloops
 - Use CAR promulgated contract forms, if possible
 - All agent & firm information should be completely filled out to include:
 - Orchard Brokerage of California, Inc.
 - License # 2219388
 - Address: 401 W A St. STE 200, San Deigo, CA 92101
- **Proof of Funds / Pre-approval letter:**
 - Offer should be accompanied by either a Pre-approval and Proof of Funds
 - Should include name(s), contact information for lender (e-mail & phone)
- **Multiple offer deadlines**
 - Reach out to the listing agent for details regarding multiple offer deadlines
- **Buyer "love" letters**
 - Buyer "love" letters should not be included with your client's offer. They could violate fair housing laws so please do not submit them.
- **Use ShowingTime**
 - ALL showings, inspections and appraisals will be scheduled through ShowingTime