

# COMPASS

## 940 E Arroyo Terrace OFFER GUIDELINES

### OFFER GUIDELINES:

1. Please submit offer in one PDF on updated RPA form.
2. Submit offers to [christie@christiemccollum.com](mailto:christie@christiemccollum.com) and [samira@theartofhouses.com](mailto:samira@theartofhouses.com)
3. If financing, provide a pre-approval letter (**issued within the last 2 weeks**) and proof of funds to close. If paying cash, please provide proof of liquid funds. Financial statements should include the buyer's name on them (or corresponding gift letter, if applicable) **and be dated within the last month**.
4. Seller requests that contingencies, if any, be as short as possible.
5. Include a Contingency Removal form indicating any contingencies that are being removed with the offer.
6. Included: Stove, fridge, dishwasher, microwave, bathroom mirrors, cafe lights, window coverings, nest doorbell, cafe lights, garage cabinetry - all provided on an as/is basis, no monetary value.  
Exclusions: staging, outdoor furniture, firepit, potted plants.
7. Seller selects services as follows: Escrow: Glenoaks Escrow (Kilita Smith). Title: Consumers title (Freedom Ozog). NHD to be MyNHD.
8. Please do not submit personal letters.
9. No blind offers, please. All decision makers should have seen the property.
10. Please **text Samira at (818) 642-9622** to let me know you've submitted. I will confirm receipt via email.
11. Listing agents and listing agent team will not represent any buyers on our own listing.

**A full set of presale inspections and seller disclosures (including NHD and prelim) will be provided with counter offers.**

***Seller reserves the right to accept an offer prior to deadline -  
please reach out if your client is interested.***

### **Please include the following in your offer email:**

1. How long have you been working with your client?
2. Have all decision makers seen the property?
3. Do you have any outstanding offers on other properties for these clients, or is the client in escrow on any other properties?
4. Have your clients lost out on other properties?

**Thank you so much for submitting an offer! I'm happy to answer any questions.  
Please text Samira to set up a time to chat - (818) 642-9622**