

NATE SHORT REAL ESTATE OFFER CHECKLIST

“Agent Only” Remarks on Locator: Read BEFORE preparing offer

Financing Preapproval Letter or Proof of all Cash Refunds: required with all offers

- a) If using mortgage broker, we need preapp letter from the actual loan source (not just the mort broker)
- b) Pre-approval letter must clearly state the loan amount and purchase price the buyer is qualified for along with this wording (or similar): **“We have reviewed the buyer’s income, assets, liabilities, credit, and down payment and the buyer is approved subject to appraisal and clear title.”**

Title and Escrow: Pacific NW Title and Escrow. Expiration is 3 business days after submission.

Copy of Earnest Money Check: Write check to selling broker initially (Windermere Real Estate East). Transfer to escrow once seller notifies where escrow will be. No promissory notes.

If Buyer is LLC or Corp: Need copy of formation docs and W9 submitted with offer

Legal Description: Click “Attached docs” on Locator, print legal, have buyer initial and submit with offer

Lead-Paint Form 22J (if applicable): Seller has no knowledge. Buyer and agent sign first.

Contact information form: Must complete items 1-4 on the attached 1 page form

Offer Checklist (this form): Buyer(s) and Buyer’s Agent must sign below

Closing Dates: No closing on the last 2 business days of the month. No automatic extensions

Inspection: Encouraged prior to offer. All sales “as-is”, no repairs. Seller has no insur report (CLUE)

Contingent Offers: No offers contingent on the sale of another house or the closing of a pending offer.

“And/Or Assigns” Offers: NOT allowed under any circumstances.

Commission: Commission paid on sales price LESS concessions (example: sale price is \$100,000 with \$5,000 seller paid buyer’s closing costs. Commission would be based on \$95,000)

Offer Submission and Seller Response: Please email offer to nateshort@windermere.com or fax to 800.417.8974. WE WILL CONTACT YOU AS SOON AS WE GET A RESPONSE

Negotiation: Informal via fax/email. Once buyer and seller agree to terms, we will need to complete contract (usually emailed) and any additional information that may need signatures.

Acceptance: Once originals received, we will email/overnight them to the seller. It may take several days to receive the sign contract back so please be patient and proceed with financing and inspections,

Financing and Inspections: Order inspections and deliver a copy of the preliminary contract to your lender (they should be able to proceed while we await seller signatures). DO NOT WAIT as this will delay closing (and many sellers will charge a penalty to extend closing for any other reason other than title delay!)

Winterization: It will be the buyer’s responsibility at their expense/liability to have the property de-winterized by a qualified licensed plumber for the purposes of any inspections (if applicable, see attachment for details).

We have read and understand this “Offer Checklist” and agree to abide by its terms and conditions:

Buyer(s)	Date	Buyer’s Agent	Date
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