



OFFER INSTRUCTIONS FOR SELLING AGENTS

- Please be advised that incomplete offers cannot be submitted. Therefore, a benefit to follow the requirements and policies set forth herein to avoid delays.
- All offers must be submitted with a copy of earnest money deposit and a copy of where proof of (LIQUID) funds is accounted for.
- All offers must be submitted with a loan Approval letter from a DIRECT lender. Prequalification letters are not adequate for the REO Seller.

All contracts Must be filled out and attached Complete as follows to avoid delays:

- 1 Turnaround Time: Please note that REO Sellers have thousands of foreclosures and may not respond in the timelines you are used to in a “normal” transaction type market eg: 72hrs. Please be Patient. Timelines are subject to the changing requirements from REO Sellers.
- 2 Counters: Please note that REO Sellers will only counter informally until the terms are acceptable to both parties. Only then, will Seller provide a formal written addendum. In the meantime, these informal counters will be made to you via email only.
- 3 Email address: Please be sure you provide a complete and accurate email address to avoid unnecessary delays, since this is the way that you will be contacted and updated.
- 4 Multiple Counters & NET: In the event of a multiple offer situation (ie: more than 1 offer) you will be asked to sign a multiple offer disclosure form informing buyer to submit their highest and best offer. Lender is looking at their bottom line net only and not necessarily the highest sales price. This means REO Sellers are looking at any concessions buyer is requesting including but not limited to closing costs, down payment assistance, repairs (if negotiated prior to signing counter), home warranty, etc. REO Sellers will typically only counter to one offer. It is our office policy to email all agents who submitted complete offers only when we have a fully accepted offer. REO Sellers can take from a few minutes to several days before they accept an offer. Each and every property is different as it depends on the REO Sellers’ actual investor requirements.
- 5 Verbal Acceptance: Once a buyer gives verbal acceptance of the terms via email, REO Seller will prepare the formal bank addendum to memorialize same. Please be informed this sometimes takes a few days. You will be given specific instructions at that time as how and when to return all documents, normally expected in 24 hours.

6 Certified Funds: Please be advised that in most cases buyer will be required to provide a copy of certified funds (ie cashier's check or money order) payable to the Seller's chosen escrow office. ***Please note** the name of buyer on the earnest deposit must match name listed on the Buyer line in purchase contract unless otherwise sited in a loan program, submitting a letter of explanation if a gift.

Seller's Requirements

Inspection Days & Repairs: Please note the majority of REO Sellers allow for 0 inspection days. The reason is that all negotiations for repairs must be made prior to your buyer signing the formal acceptance, unless otherwise noted. No repairs will be negotiated once the counter is executed. Therefore, have your buyers do their inspections prior to submitting an offer. This will save you and your buyer frustration in the long run. Remember these properties are basically sold "as is", so you will NOT be able to negotiate any additional repairs after signing the counter, unless otherwise agreed to do so.

7 Loan Approval: Please note the formal addendum will include the date when buyer must have full unconditional loan approval. Seller strictly adheres to this and all other terms of the counter/contract. Buyer's lender will be required to provide proof of same by the date indicated on the counter.

8 Commissions: Paid on NET sales price less any concessions given to the buyer. This includes any and all future amendments or negotiations that affect the net sales proceeds to the Seller.

9 Disclosures Exempt: REO Sellers are EXEMPT from most disclosures. Please do not send the SBSA, SPQ or any company disclosures with offer. Seller will NOT sign, however, Listing agent will at acceptance.

10 SUBMITTING OFFERS: Make sure to check your MLS for the agents email address and personal information. Please do not fax offers, for clarity purposes. Most banks will reject eligible offers.

ALL TERMS SUBJECT TO CORPORATE FINAL APPROVAL

Financing Exclusions: Many REO and short sale properties will not qualify for FHA & VA financing due to condition. Please review property condition with your lender before submitting these offers.

REPAIRS: Most Bank Owned properties will not approve repairs. Properly consult with your client.

Rejected Offers: REO Sellers will not issue written rejection to individual offers. REO Sellers will counter to one or more offers. It is strictly up to the Seller on whether they choose to entertain multiple counters.

Per Diem Charges: There is a penalty for closing for delays caused by buyer or buyer's lender. These penalties can vary from \$50 to \$200 per day and it will be part of the contract. (It is important that Agent & Buyer stay in constant contact with lender to avoid late charges).

Per Diem Charges & Repairs: Repairs are often a direct result to per diem charges, so it is very important repairs are done in a timely manner if buyer wishes to cure certain repairs to qualify, done in the very beginning of the transaction to avoid expense at the end.

Late Appraisals: Request appraisal ASAP. Late repair request by appraisers are equally a cause for per diem charges and again are not the REO Seller's/Agent's obligation so stay in constant contact with the lender.

Time Periods: All contracts are time sensitive, so please be sure to follow instructions given for signing & returning contracts as REO Sellers can and do reject contracts that are not returned in a timely manner, especially the contingency release form. ***Please note** your accepted contract and time lines and sent the contingency release when agreed or a notice to perform must be sent for any and all late contracts.

PLEASE SEE ATTACHED FORM TO SUBMIT WITH OFFER

DATE: _____

Property Address: _____

PLEASE READ: 24hrs to respond to any bank counters/responses or the bank reserves the right to review another offer: Counter offer acceptance is subject to senior management/investor approval. No sale transaction is accepted until REO Seller signs written contracts. Buyer is aware this may be a multiple offer transaction

Seller also must confirm acceptance, so it's very important to get all contracts back in a timely manner. Seller reserves the right to entertain offers until execution.

REQ = Required/Missing

_____ Copy of Earnest Money Deposit check (Per MLS)

_____ POF Proof Of liquid Funds for down payment (Same Name as EMD & Purchase)

_____ Request for Closing Costs, roof cert, septic cert, well cert, termite and/or lender required repairs need to be accompanied by a dollar amount.

_____ Escrow (Buyers Choice Adm required)

_____ AD Agency Disclosure & AC-6 (AD#3 Requirement)

_____ Unconditional Approval, except appraisal from Buyer's DIRECT lender that contain the following language: **Lender has "Verified" buyer's credit, income, assets, & employment.**

_____ HID (Mandatory For FHA Financing Only)

_____ REO Advisory & WHSD (Only Disclosures that Bank Owned will execute)

_____ Agent's Email Address, Office, Cell, Fax. Agent & Company **License No.**

_____ Remove SBSA, SPQ & any company disclosures, Seller is Exempt. Agent will sign at acceptance.

Agent: _____

Cell Phone: _____

Email Address: _____

Additional Corrections Required on purchase contract: