



Offer Submission Checklist

HomeSteps, the REO unit of Freddie Mac, defines a legitimate offer as one having all components outlined below. The buyer(s) and their agent must provide all of the requested information for the offer to be considered by HomeSteps. Please use this as a checklist when submitting an offer to HomeSteps.

Offer Requirements

- ☐ The offer must be in writing
- ☐ All terms of the offer must be clearly stated in the contract documents
- ☐ The offer must be signed by the buyer(s)
- ☐ The offer must be dated by the buyer(s)

Buyer(s) must answer the following questions

- ☐ Is the buyer an owner occupant or an investor _____
- ☐ Is the buyer a first time buyer _____
- ☐ Is the buyer a licensed real estate agent _____
- ☐ Is the buyer a Freddie Mac/HomeSteps employee _____
- ☐ Is the buyer a Freddie Mac/HomeSteps supplier or a relative of the supplier _____
- ☐ Is the buyer the previous mortgagor, relative of the previous mortgagor or purchasing for the benefit of the previous mortgagor _____
- ☐ Buyer(s) name in which they will take title _____
- ☐ If the buyer is an investor, how will the investor take title _____
- ☐ Pre-qualification letter or proof of funds letter for cash offers* _____
- ☐ Sales price _____
- ☐ Close date _____
- ☐ Amount of earnest money* _____
- ☐ Type of financing _____
- ☐ % Loan to value _____

*Note to the assigned listing broker: If all other required fields are provided but the buyer did not provide earnest money and/or pre-qualification or proof of funds letter, enter the offer in HomeSteps Connect (HSC) by indicating N/A in the pre-qualification/proof of funds field and/or \$1.00 in the earnest money field and note the top comment box.

Selling agent must answer the following questions

- ☐ Is the selling agent the same as the listing broker _____
- ☐ Selling agent company name _____
- ☐ Selling agent name _____
- ☐ Selling agent phone number _____

Please note: HomeSteps authorizes the assigned listing broker to reject incomplete offers, as defined above, on HomeSteps' behalf.