Offer Guidelines

Instructions for *Buyer's Agent & Buyer*

Thank you for your interest in this listing. To ensure the transaction flows as smoothly and efficiently as possible, please carefully read, complete, and fully follow the Seller's Offer Guidelines below.

Complete offer packages must be submitted in one PDF to:
info@GreenRealty.net

Contract Requirements

- Contract price within parameters of current market value. Low-ball offers will not be considered by seller.
- Submit **one complete**, **fully executed** FAR/BAR "AS IS" Contract (current version), including correct dates, all applicable addenda, offer information, and required financial documentation.
- **Incomplete or incorrect offers, or offers missing initials, signatures, pre-approval, DU, and proof of funds will not be presented until fully corrected and complete.**
- **No offers sight unseen**. Buyer or buyer's representative must view the property prior to making an offer.
- **Deposit**: A MINIMUM of 5% deposit for financed and 10% deposit for cash offers, to be made as a **one single deposit**.
- **Inspection Period**: Less than 7 days. If waiving inspection, please put "0" on line 261.
- **Loan amount:** (**Line 39**): Must be expressed as **a percentage**, not a dollar amount.
- **Balance to Close** (**Line 42**): Must be stated as a **specific dollar amount** and supported by proof of funds.
- **Escalation clause** is **not permitted**.
- **Time for Acceptance**: Allow 48 business hours / 2 business days for seller to review/accept offer.
- **Offer Acceptance**: DO NOT use Saturday, Sunday or a holiday as the offer acceptance deadline. Offer will be presented and negotiated during business hours.
- **Closing date**: Choose Tuesday, Wednesday, or Thursday only. Do not select the day following a holiday. Do not use "on or before."
- **Loan commitment**: Must be issued within **21 days or less.**
- Add seller paid charge to Line 141, Other: **$395 Transaction Fee**
- **Notice:** Add the Buyer's Address for Notice on Lines 634 to 636. For the Seller, use property address.
- **Comp:** DO NOT include any references to broker compensation on any page of the sale contract between the buyer and seller. Any offer of compensation MUST ONLY be set forth in a separate, fully executed compensation agreement.
- Our listings often receive multiple offers. Clearly state the amount above appraised value that the buyer is willing to pay using this clause:
    - "In the event that the appraisal ordered by the Buyer's Lender reflects a value lower than the purchase price, the Purchase Price shall be amended to $______ over the appraised value, not to exceed the original purchase price stated in this contract. Buyer and Seller further agree that if the appraised value is less than $xxx, the Seller may unilaterally cancel the contract, and all deposits and escrowed funds shall be returned in full to the buyers."
- If waiving the appraisal, use the following clause:
    - "The "Loan Amount" as referenced in Articles 2(c) and 8 shall, mean ___% of the Purchase Price or the Appraised Value determined by the Buyer's Lender appraiser, whichever amount is less. Buyer acknowledges that if the property appraises for less than the purchase price, the purchase price shall remain unchanged, and Buyer has sufficient funds and shall close the transaction by paying any additional amount necessary."
- It is recommended that the closing agent listed below be selected under the title option on lines 172 or 174.
  SafeKey Title & Closings, 2900 Glades Cir Ste 750 Weston, FL 33327 (954) 659-2220 - **jharris@strocklaw.com**

Financial Requirements

Cash Offers • Current **proof of funds** from a U.S. financial institution demonstrating sufficient funds to cover the full purchase price.

Financed Offers • Fully verified **pre-approval letter** (income, assets, tax returns, and credit must be verified; credit-only or pre-qualification letters will not be accepted), **DU report**, and **proof of funds** sufficient to cover the down payment, closing costs, and any amount offered above the appraised value.

Jumbo Loan Offers • Fully verified **pre-approval letter** and **proof of funds** as outlined above.

Property Access and Inspection Requirements

- Buyer's agent must accompany buyer at the property at all times.
- Buyer's agent may not grant access to inspectors, contractors, or any party without prior written approval from this office.
- Buyer's agent must attend and remain present for the entire duration of any visit to the property.

______________________________	______________________________	______________________________
BUYER SIGNATURE	BUYER SIGNATURE	AGENT SIGNATURE

Buyer's REALTOR information:

Name: ___________________________ License: _______________ Office Name: ___________________________ Email______________________ Phone #: ___________