



NEW OFFER PACKAGE PREPARATION FORM

Agent: \_\_\_\_\_ Lic. #: \_\_\_\_\_

Date forms what date?: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Need forms by: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_ am / pm

Winforms UserName: \_\_\_\_\_ Password: \_\_\_\_\_

Buyer Name(s): \_\_\_\_\_

Property: \_\_\_\_\_ County: \_\_\_\_\_

Offer Price: \_\_\_\_\_ Escrow to close in \_\_\_\_ days or \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (date)

Listing Office: \_\_\_\_\_

Listing Agent: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ License #: \_\_\_\_\_

Amount of Deposit: \$ \_\_\_\_\_ Will you get a deposit before submitting offer?: Yes / No

Buyer's New Loan Amount: \$ \_\_\_\_\_ Financing Type: FHA / Conventional

Seller to pay \$ \_\_\_\_\_ for buyer's closing costs Commission offered in MLS (CBC): \_\_\_\_\_ %

Seller to pay \$ \_\_\_\_\_ for buyer's home warranty Additional coverage?: Pool / AC / None

The property is occupied by: Owner / Vacant / Tenant Do you want tenant to be out before COE? Y / N

Possession to be Close of Escrow / +1 / +2 / +3 / +4 / +5 / days Is there an HOA? Y / N

Seller to provide termite report? Yes / No Seller to pay Section I termite items? Yes / No

Is this a short sale (SSA)? Yes / No Will they open escrow and cash deposit check? Yes / No

How long will the buyer wait for short sale approval? \_\_\_\_ days or \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (date)

Note, the following will be completed: ▶ 4A(4): Seller ▶ 4B(1): Seller ▶ 4C(1): Each their own, Seller's choice ▶ 4C(2): Seller's choice ▶ 4D(6): First American Home Warranty ▶ 8B(2): Stove ▶ 11A: SSD

Other instructions: \_\_\_\_\_

The undersigned agrees to carefully review the printed forms for accuracy and completion of any items not listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_