



# Mainstay

## Offer Guidelines and Seller's Preferences

Please review before submitting your offer.

### IMPORTANT NOTES

- Submit all offers via <https://form.jotform.com/252247151794157>
- Please allow a minimum of 10 days from offer acceptance until closing
- We will confirm the receipt of the offer within one business day. Please allow a minimum of 48 hours for offer expiration
- The seller prefers that your clients view the property before submitting an offer
- Seller prefers a maximum 10 Day Inspection Period
- The seller prefers at minimum 1% (or \$2,000 whichever is higher) earnest money to be held by Seller's Preferred Title Company
- EMD due within 3 days

### LLC SIGNERS

If the buyer is an LLC then all pages of the contract requiring signatures should be signed in one of two ways below:

- John Smith, authorized signer for 123 Main Street, LLC
- 123 Main Street, LLC by John Smith, authorized signer

### DOCUMENTS

Please include the buyer's signed documents/disclosures that are uploaded to the MLS and any other amendments that are applicable including but not limited to:

- Mainstay ABAD
- Seller's Addendum / Special Stipulations
- Seller's Disclosure Documents
- HOA Addendum
- Lead-Based Paint Addendum (If Required)
- Proof of Funds / Pre-approval
- Authorized Signor Documents (Certificate of formation, Operating Agreement, Power of Attorney etc.) if the buyer is an LLC, corporation, or trust.

### CONTRACT TERMS

Please include the following information on the contract:

- **PARTIES:** Seller's name should match the MLS
- **PREFERRED TITLE COMPANY:**
  - First Integrity Title Co. (FITCO)
  - Email: [avenueone@firstintegritytitle.com](mailto:avenueone@firstintegritytitle.com)
  - Phone Number: (720) 907-0288
  - Address: 1800 Pembroke Dr Suite 300, Orlando FL 32810