OFFER SUBMISSION INSTRUCTIONS

Please submit all offers to:
[OFFER SUBMISSION EMAIL]

All offers will be presented to our seller(s) within **[24 HOURS / YOUR TIMEFRAME]** of receipt.

To help expedite the review process, please ensure the following requirements are met and that all applicable documents and addenda are included with the offer submission:

1. COMPLETED PURCHASE CONTRACT

Please submit a fully completed contract signed by all buyer(s), with **no blank fields**. Please mark any non-applicable sections as **"N/A" or "None."**

2. TITLE COMPANY

Please call or text the listing agent for the seller's preferred title company information.

3. CONTRACT — PAGE 9

Please ensure Page 9 of the contract is completed with the following listing information:

A. Listing Broker Firm:
[YOUR BROKERAGE NAME]
License #: [BROKERAGE LICENSE NUMBER]

B. Listing Associate:
[AGENT NAME]
License #: [AGENT LICENSE NUMBER]
Email: [AGENT EMAIL]
Phone: [AGENT PHONE]

C. Licensed Supervisor of Listing Associate:
[SUPERVISOR NAME]
License #: [SUPERVISOR LICENSE NUMBER]

D. Listing Broker:
[LISTING BROKER NAME / BROKERAGE, IF APPLICABLE]
Office Address: [OFFICE ADDRESS]
Phone: [OFFICE PHONE]

4. EARNEST MONEY

Earnest Money must be at least **[1% / YOUR PREFERRED AMOUNT]** of the sales price.

5. OPTION PERIOD

Our preferred option period is **no longer than [10] days**.

6. SURVEY

If a survey is uploaded with the listing, please check **#1 on Page 2, Part C**.

If no survey is provided with the listing, the seller does not have a copy, and **Box #2 should be checked**.

7. AGREEMENT OF PARTIES — SECTION 22, PAGE 9

Please ensure that **all applicable addenda** are selected.

Please also include any applicable documents or addenda not specifically listed under **"Other"** (for example: Water District Notice, Seller Exclusions Form, etc.).

8. THIRD-PARTY FINANCING ADDENDUM

A. Preferred maximum financing period to obtain **"Credit Approval"** is **[21] days**.

B. Please ensure that **all applicable financing fields and boxes are completed and checked**.

9. SELLER'S DISCLOSURES & ADDENDA

Please include the **signed Seller's Disclosure Notice**, along with all other applicable seller-provided disclosures and addenda available online.

10. NON-REALTY ADDENDUM

Please include a **Non-Realty Addendum** if applicable.

11. PRE-APPROVAL / PROOF OF FUNDS

Please provide the buyer's **lender pre-approval letter** or **proof of funds**, as applicable.

12. OFFER SUBMISSION FORMAT

Please email **all offer documents and supporting documentation in PDF format only**.

THANK YOU

We appreciate your cooperation in providing a complete offer package. Following the above guidelines helps us expedite the review process and ensures that all offers can be presented to our seller(s) as efficiently as possible.

Listing Agent:
[AGENT NAME]
[TEAM NAME]
[PHONE] | [EMAIL]

[BROKERAGE NAME]
[OFFICE INFORMATION]