

Hello Agents!

To help streamline the offer submission process and minimize the need for counter offers, please review and follow the guidelines below carefully when preparing your offer:

**Complete RPA in Full**

Please complete the Residential Purchase Agreement in its entirety. **Do not fill in the seller's names**—leave that section blank.

**Include Pre-Approval & Proof of Funds**

All offers must include a current pre-approval letter and proof of funds. In your email, please note whether you've worked with the lender before.

**Loan Contingency Timing**

Lender must confirm whether the buyer can remove the loan contingency upon receiving loan approval **or** only once they receive "clear to close." Loan contingency must be removed once loan approval is issued, no extension to wait for clear to close will be accepted.

- The lender is required to call me **before** offer acceptance.

**Sections Q5 and Q6**

These do not apply and will be countered if included.

**Included Items**

Please refer to the MLS for a list of included items. Do not include items such as a wine fridge, refrigerator, EV charging station, or washer/dryer **unless** they are explicitly included in the listing.

**Possession Terms**

Review the listing for seller's requested number of days of possession after close of escrow. Please match your offer accordingly.

**Seller's Choice of Services**

Offers should reflect seller's selection for escrow and title services.

Thank you in advance for your professionalism and attention to these details. I'm happy to answer any questions prior to submission to help ensure a smooth process for everyone involved.

Best regards,

*Escrow Joe*