Offer Instructions

Please read carefully before submitting your offer

1. When submitting an offer and there is a CO-LIST agent, please use the CO-LIST agent name on the P&S.

2. When filling out a Purchase and Sale Agreement, please make sure to add in the right Listing Agent.
    a. If there is a co-list, add **their name** to the Purchase and Sale Agreement.

3. Submit your offer to offers@havenhomeslifestyle.com **AND** the Primary Listing Agent.
    a. If there is a co-list, copy **BOTH** agents on your offer.

4. Send your offer, proof of funds, any addenda, and supporting documents as **SEPARATE PDF files labeled correctly**.
    a. If your client's pre-approval/prequal is not on letterhead, please supply the lender's complete information.
    b. If there is anything special we need to know (prequalification has verified income and assets), please state so in your email.
    c. **DO NOT** send your offer directly through Dotloop/DocuSign.

5. If you do not receive a confirmation email/text/call from the AGENT that your offer was received, kindly follow up with a phone call or text message. We do not want to lose offers to spam filters!

Thank you!

Ali Goodwin & the Haven Homes & Lifestyle Team
at Keller Williams Coastal and Lakes & Mountains Realty