

How to Submit an Offer

Want to know the best way to make sure your offer is handled efficiently? Submit to our offer site! The system helps ensure that your offer doesn't fall through the cracks.

1. Go to <https://chicohomes.brokerbrain.net/publicgateway.php?lp=properties-search>
2. Type in any property info, or click the green Search button.
3. Scroll to find your property. *(Use the scroll bar to the right of the table)*.
4. Click "Click here to submit an offer on this property"
5. Fill out the form. MAKE SURE EACH REQUIRED FIELD IS ANSWERED.
6. Upload the purchase agreement and other documents by selecting "choose file."
 - a. Click [Add another attachment](#) if you need to add any more documents.
 - b. Files in total must be less than 20 MB. *(More documents can be added after submission)*
 - c. The system will not let you move forward if there are attachment spots not filled.
 - d. Documents/ disclosures can be found in the Glide link in the MLS private remarks.
7. Create a password to access your offer later.
8. Use the "Additional comments" section to add info or clarification of terms.
9. Check the box to agree to the terms and hit "Submit."
10. After hitting submit, the website will provide a link for you to access your offer later. If you need to send more documents or make changes, you can visit that link with the password you created!

If you cannot get your files to upload, please email to sandi@sandibauman.com.

If you do not hear from us within 24 hours of your offer being submitted, please reach out to us!

