

**John D. Davi – Agent
Director - Estate Trust & Probate Services Div.**

Offer Submission Guidelines

Before submitting an offer

- Communications should be done through email to John.Davi1953@gmail.com or by phone or text to: (925) 787-4756

Please provide with all financed offers:

- Financing pre-approval letter stating lender has received and verified income, asset and credit documentation and it meets lending guidelines
- Proof of funds for down payment and closing costs
- What type of financing (standard, VA, FHA, etc.) your buyer will use

Cash offers:

- Proof of funds need to be dated within 30 day of the offer date

Submitting an offer

To submit an offer for seller consideration, the offer package must include:

- Purchase Contract
- Agency Disclosure
- Approval letter from lender (If financed)
- Proof of funds
- “Offer Submission Guidelines” signed by Agent and Buyer’s (this form)

Other important items to consider when submitting your offer:

- Check the Associated Documents section of the MLS for the property. If disclosures and/or reports are posted there, make sure to submit the Receipt for Reports and Acknowledgment of Disclosures with your offer. There is no need to sign all the disclosures at this time, just the cover page.
- COE: should be 14 to 21 days for cash, 30-35 days for financed offers.
- A strong EMD is 3% of purchase price.
- Due to the nature of “trust properties,” please use Title Company assigned.
- Shortened Inspection Contingencies are preferred.
- Financing/Appraisal Contingency should be 17 days or less.
- Changing lenders, loan terms or programs while in escrow requires a notification and an addendum.
- If multiple offers, the seller may accept one, counter one, or give multiple counters to 2 or more.
- If counter(s) are given, you’ll be notified by email.
- The property is considered active until a contract is ratified by all parties.

By signing below, both BUYER(s) and AGENT confirm they have viewed this property (inside and out) and read this “Offer Submission Guideline” and disclosures provided by the Listing Agent or MLS.

Buyer’s Agent: _____ **Buyer:** _____ **Buyer:** _____

Date: _____ **Date:** _____



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