

Offer Worksheet

TO BE COMPLETED BY THE BUYER'S AGENT



SUBJECT PROPERTY ADDRESS

MLS #

OFFER EXPIRES (DATE / TIME)

BUYER & AGENT INFORMATION

Buyer name(s)

Buyer's agent

Brokerage

DRE # Phone

Email

FINANCIAL TERMS

Offer price \$

Initial deposit \$ %

Increased deposit \$ by day

Down payment \$ %

Loan amount \$

☐ Conventional ☐ FHA ☐ VA ☐ Cash ☐ Other

Lender / officer Ph

SALE OF BUYER'S EXISTING PROPERTY

☐ Not contingent on a sale

☐ Contingent (C.A.R. COP / COSP attached)

Property address

Status: ☐ Not yet listed ☐ Active ☐ In escrow

Scheduled COE

Contingencies removed? ☐ Yes ☐ No

CONTINGENCY & ESCROW TIMEFRAMES

Days after acceptance for removal of each contingency.

Investigation days physical / inspection

Appraisal days

Loan days

Close of escrow days or date

☐ Appraisal waived ☐ Loan waived☐ All contingencies waivedAppraisal gap buyer to cover up to \$

COSTS & POSSESSION

Home warranty \$ paid by Possession: ☐ At COE ☐ Seller rent-back daysItems included

ESCROW, TITLE & NHD — SELLER'S PROVIDERS

Escrow	Wonderland Escrow · Shawna Reed
Title	First American Title · Julia Markovich
NHD	First American NHD · Carolyn Braun

OTHER TERMS / SPECIAL REQUESTS

Request for Buyer's Broker compensation or other.

A summary for presentation purposes only — not an offer, counter offer, or acceptance. All terms are governed solely by the fully executed C.A.R. Residential Purchase Agreement and its addenda.

SHEPPARD PROPERTIES

Rooted in Integrity · Committed to Your Goals · Driven by Results

Page 1 of 2 — complete both pages and submit with the offer package.

Crystal Sheppard

CORPORATE RELOCATION SPECIALIST

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Offer Requirements

EVERY OFFER MUST INCLUDE THE FOLLOWING



SUBMIT TO

Crystal@TheReloTeam.com

SUBJECT LINE FORMAT

Offer — Property Address — Buyer Last Name

FORMAT

One combined PDF, signed & complete

REQUIRED WITH EVERY OFFER

- ☐ **C.A.R. Residential Purchase Agreement (RPA)** — complete and signed by all buyers, with all applicable addenda and advisories.
- ☐ **Buyer Representation and Broker Compensation Agreement (BRBC)** — signed by buyer and agent. Any compensation requested from seller must also be stated in the RPA.
- ☐ **Buyer's preapproval letter** — dated within the last 30 days, for an amount no less than the offer price, on lender letterhead with the loan officer's name, phone, email and NMLS number.
- ☐ **Proof of funds** — bank or asset statements dated within the last 30 days showing the full down payment **plus** enough to cover estimated closing costs. Account numbers may be redacted; names must be visible.
- ☐ **Cash offers** — proof of funds for the full purchase price plus closing costs, dated within the last 30 days.
- ☐ **This completed offer worksheet** (page 1).

STRONGLY RECOMMENDED

- ☐ A brief **note from the loan officer** confirming file status and expected days to close.

PLEASE NOTE

- ☐ **Relocation listings.** Where the seller is a relocation company or corporate transferee, offers may be subject to review and written approval by the relocation company and its client. In such cases, a relocation addendum will be added, and buyer should expect a longer response window than a traditional sale.
- ☐ **Incomplete packages.** Offers missing a current preapproval or proof of funds cannot be presented until those items are received.
- ☐ **Presentation.** Please call or text 661.810.8259 to advise that your offer has been submitted. You will receive written confirmation of offer receipt, and updates on timing and next steps.
- ☐ **Multiple offers.** If a highest and best request is issued, all agents will be notified in writing.

SUBMITTED BY

Agent signature

Print name

Date submitted

Best number today

Thank you for bringing your buyers. A complete, well-organized package gets your offer in front of my seller faster — and that benefits us both.