

BROCK & LORI

Thank you for your interest in the property located at 2933 Swan Place.

Before submitting your offer, please review the following offer guidelines.

If you do not receive a counteroffer, you will be informed via email.

If you have any questions regarding your submission, please contact Megan Smith at (626) 224-3770 or megan@brockandlori.com

Guidelines for Offer Submission

- All offers must be submitted through Glide via the following link: [Please click on this LINK to begin your submission.](#)

****Do not submit through the MLS link or through your own GLIDE account. Make sure to double-check that you complete your submission and input accurate information reflecting your offer terms.***

When submitting through GLIDE, please complete the Offer Summary page, including all relevant contract terms and conditions. In the “Other Terms” field, please include whether the Buyer is requesting that the Seller pay the Buyer’s Broker commission and include the percentage commission requested.

Once your client’s offer is submitted, please text Megan at (626)224-3770 to confirm the offer was received.

- Please include a Cover Letter with a summary of key terms when submitting, and answer the following questions:
 - How long have you been working with your client?
 - Have all decision makers toured the property in person?
 - Does your client own other income property?
 - Is this a 1031 Exchange for the Buyer?
- Please write your offer on the RIPA (Residential Income Property Purchase Agreement) and include the following forms:
 - TOPA (Tenant Occupied Property Addendum)
 - Seller’s Intent to Exchange Addendum, signed by Seller and included in the MLS docs



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- Please include the following items and terms in your offer:
 - Seller(s) Names: M2A Properties LLC
 - Escrow to be Seller's Choice - Melissa Miller, Glen Oaks Escrow
 - Title to be Seller's Choice - John Chadbourne, Equity Title
 - Natural Hazard Zone Disclosure Report provided by MyNHD
 - Each Party to pay their own Escrow Fees and Costs
 - Other Terms: Buyer agrees that Seller will not provide tenant estoppels as a condition of sale
 - Please include the following language in your offer: "Buyer understands that Seller is in a 1031 exchange and the transaction is subject to Seller finding a suitable upleg; Buyer to cooperate with Seller's 1031 exchange"
- For offers with financing:
 - Offer Package must include a Loan Pre-Approval and Proof of Funds showing funds sufficient to cover, at minimum, the down payment and all fees/costs. The loan pre-approval letter must reflect the Purchase Price and state that the loan pre-approval is valid for a minimum of three (3) months from the date of submission of the offer.
 - Please provide the lender's contact information in your cover email and cc the lender on your email submission.
- For cash offers, please include proof of funds or a letter from the Buyer's CPA showing sufficient funds for the Purchase Price and all fees/costs with the offer package.
- The Seller will not accept or review any personal letters from the Buyers, so please do not include them as part of your offer package.