Offer Submission Guidelines

500 N MADISON AVE

DRAFT — Confirm the bracketed items with Drew / the seller before sending this out.

Thank you for your interest in this property. To support an efficient and complete review, please follow the submission requirements below and include all applicable documentation.

SUBMIT OFFERS BY EMAIL • CONFIRM RECEIPT BY TEXT
drew@smyth-properties.com 323-762-5987

Submission Instructions

- Submit the complete offer package by email to **drew@smyth-properties.com**.
- Include the property address in the email subject line: **500 N Madison Ave**.
- Ensure all documents and terms are complete, accurate, legible, and signed where required.
- The Offer Summary Page must clearly identify all material terms.
- In the “Other Terms” field, state whether the buyer is requesting seller-paid buyer-broker compensation and specify the requested percentage.
- After emailing the offer, text Drew Smyth at **323-762-5987** to confirm receipt.

Cover Letter Requirements

Include a concise cover letter summarizing the key terms and addressing:

- How long the agent has been working with the buyer.
- Whether all decision-makers have toured the property in person.
- The lender’s name, direct phone number, and email address, when financing is involved. Please cc the lender on the submission email.

Required Terms and Inclusions

- Seller names as listed: **[Seller name(s) — to confirm]**.
- Title to be Seller’s Choice: **[Title company — to confirm]**.
- Natural Hazard Disclosure report to be provided by **[NHD provider — to confirm]**.
- Each party to pay their own escrow fees and costs.
- Included in the sale: **stove, oven, dishwasher, and dryer** (the items visible in the property photos).
- Any items checked in Section 3P(1) of the RPA but not expressly listed above shall be excluded from the sale.
- Refrigerator and washer: **[to confirm — a refrigerator is not visible in the property photos, and washer inclusion is unconfirmed]**.

- Fireplace: **[status — to confirm; do not assume the Canyonside “decorative only” wording applies here]**.

Financing Documentation

Please include the documentation applicable to the buyer’s proposed method of purchase.

Offers with Financing

- A current loan pre-approval letter.
- Proof of funds covering at least the down payment and all closing costs.
- The pre-approval should reflect the offered purchase price and remain valid for at least three months from the offer date.
- The lender’s contact information must appear in the cover letter, and the lender must be copied on the submission email.

All-Cash Offers

- Proof of funds, or a letter from the buyer’s CPA, verifying sufficient funds to cover the full purchase price and all associated costs.

IMPORTANT: The sellers will not review or accept personal letters from buyers. Please do not include personal buyer letters in the submission package.

Questions and Offer Confirmation

Drew Smyth — Smyth Properties
323-762-5987 • drew@smyth-properties.com

Thank you for your interest in 500 N Madison Ave.