

## **Guidelines for Contract**

*Before drafting a WB-11 Residential Offer to Purchase, Buyer and Homeowner will first verbally negotiate. Once agreed upon, draft WB-11 and Zach will send to eXp relocation manager, who will send to SIRVA Relocation LLC for review and acceptance. SIRVA Relocation LLC will be the seller on the OTP.*

- SIRVA Relocation, LLC is named sole seller and signer of the contract. SIRVA Relocation, LLC should be pre-written on Line 615 after "print name here"
- Title has already been ordered through Knight Barry Oconomowoc. See the SIRVA CASA document on MLS and ask Zach for more clarity. The CASA document is asking the buyer if they'd like Knight Barry Oconomowoc to also handle lender policy or buyer's side title for this transaction
- Closing Date to be no more than 60 days. Cannot say "on or before" must be a specific closing date only
- Earnest money must be at least 1% of the purchase price, but SIRVA prefers 2%. Earnest money must be either sent via TrustFunds within 24 hours of acceptance or if writing a check, a copy of the check must accompany the offer
- Offer Over List Price - Buyer must agree to cover appraisal gap up to the offer price or waive the appraisal and will need proof of funds for the gap
- Proof of Funds for Cash or Over Asking Offers - we must have both 1) Financial Institution Statement with balance dated within two days of the offer AND 2) Signed Letter from the financial institution stating or confirming the funds are there and available.
- Please have offer include the following language: "Contingent upon Sirva Relocation, LLC being able to deliver good and marketable title to the property."
- Please have offer include the following language: "Contingent upon the Purchaser signing Sirva Relocation, LLC's Rider to Sales Agreement Addendum, addenda, and releases ("Addenda"). All Addenda to be made part of and attached to this Agreement upon signature of purchaser."

## Preapproval Guidelines

- Dated- Must be the current date or within 2 days of full offer package. If lender won't update the date an email within 2 days of full offer package will suffice.
- Terms- Must reflect the terms that match the offer/financing contingency.
- Address- Must include address of property if allowed.
- ***REQUIRED verbiage: "income, assets, and Credit have been VERIFIED"***
- Signed by loan officer

## Instructions for Rider Sales Agreement

- Fill in pages 1-3 and 8. (Please read all instructions below before you have buyer initial RIDER)
- Page 2 &3 – Initial by what has been provided by SIRVA -
- Disclosure Statement completed by previous record owner (SIRVA Relocation form)
- Disclosure Statement completed by previous record owner (Local/State form if state has one)
- DO NOT initial beside Disclosure Statement prepared by Seller (Local/State form)
- Notice of Affiliated Business Arrangements
- Indoor Air Quality Disclaimer
- SIRVA Privacy Policy

### **All documents that must accompany offer (once verbally negotiated):**

- Buyer Information Form
- Indoor Air Quality Disclosure
- Notice of Affiliated Business Arrangements
- Closing Agent Selection Agreement (CASA)
- SIRVA Seller's Disclosures Statement
- Local/State Seller's Disclosure Statement (RECR)
- Pre -Approval Letter
- The SIRVA Rider to Sales Agreement

\*All SIRVA docs needed are on MLS

Call Zach with questions 262.894.3780