

Greater Boston Home Team
OFFER SUBMISSION INSTRUCTIONS, CHECKLIST & COVER SHEET

Please help us respond to your offer faster by using this cover sheet checklist as the first page of your offer. Then email your entire offer package as a single PDF to SAM@GreaterBostonHomeTeam.com.

If we receive your offer between 10am and 6pm, you'll get email confirmation within 3 hours. Otherwise, expect it the next morning. If you don't receive confirmation in 3 hours, feel free to call Sam at 617-721-6705.

___ **In the subject line of your email put: OFFER - the property address - your buyer's last name.**

___ **Be sure that your offer is good until the response time indicated in the MLS firm remarks, if any.**

___ **Please email all of the documents included with your offer in ONE PDF file.**

Do not text your offer or send links, including DocuSign or Dotloop.

We are not responsible for pages of your offer or other docs sent in multiple files or links.

(To merge docs into one PDF file or compress large files we suggest using www.Sejda.com.)

___ **Comply with state privacy laws & cover ALL account numbers. We delete anything not in compliance.**

___ **Do NOT INCLUDE buyer's love letters or photos.**

___ **CASH OFFERS MUST INCLUDE PROOF OF FUNDS WITH THE OFFER. Cover the account numbers!**

___ **SELLER'S ATTORNEY WILL HOLD ESCROW.**

IMPORTANT: We regularly update our listings as we learn more about properties. Please check the current listing and seller's statement (if available) for the latest details before sending your offer. Information comes from sellers and third parties, so it's not guaranteed, therefore, verify any details you or your buyer may rely on to make a purchasing decision.

PROPERTY ADDRESS: _____

BUYER'S LEGAL NAME(S): _____

BUYER AGENT'S NAME: _____ MLS I.D. _____

BUYER AGENT'S OFFICE & LOCATION: _____

BUYER OR BUYER AGENT'S EMAIL ADDRESS: _____

BUYER OR BUYER AGENT'S CELL PHONE: _____

HAS THE BUYER'S AGENT OR TEAMMATE VIEWED THE PROPERTY IN PERSON? _____

AMOUNT OF OFFER: _____ CLOSING DATE: _____

CONCESSIONS REQUESTED? _____

PERCENTAGE OF PURCHASE PRICE BEING FINANCED: _____

CONTINGENCIES:

MORTGAGE: _____ YES _____ NO

INSPECTION: _____ YES _____ NO

PEST INSPECTION: _____ YES _____ NO

RADON CONTINGENCY: _____ YES _____ NO

LEAD PAINT INSPECTION: _____ YES _____ NO

IS BUYER WILLING AND ABLE TO BRIDGE A POTENTIAL APPRAISAL GAP? _____

BUYER OR AGENT'S COMMENTS ABOUT OFFER BEING SUBMITTED:

THANKS FOR YOUR OFFER!