

# OFFER SUBMISSION GUIDELINES

Property Address: \_\_\_\_\_

Agent: \_\_\_\_\_

Office: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Buyer(s): \_\_\_\_\_

**AGENTS:** This is your fax cover sheet for submitting all offers. Please read the following offer guidelines. This form is required, signed by the buyer and cooperating agent, on all offers prior to submitting to the Seller. Do not contact the Listing Agent regarding your offer or counteroffers; direct these inquiries to Mark Scully at the numbers below.

**FAX TO:** (586) 274-4599

**MAILING:** Century21 AAA North  
Attn: REO Department  
40682 Ryan Road  
Sterling Hts, MI 48310

Mark Scully  
REO Director  
**PHONE:** (586) 274-1111  
**FAX:** (586) 274-4599

## GUIDELINES

### 1. EARNEST MONEY DEPOSIT

All earnest money to be held by the Listing Office. Earnest money must be in the form of cashiers check or money order, made out to Century21 AAA North. Earnest money must be received within 2 business days of the Seller's verbal acceptance or the offer will become null and void.

### 2. PRE-APPROVAL/PROOF OF FUNDS

All offers need either a mortgage pre-approval letter or proof of funds in the form of a bank letter or statement. Any offer received without either of these will not be submitted.

### 3. NEGOTIATIONS

The bank will counter verbally until a price and terms are agreed upon; they will not counter in writing. Upon acceptance, the Seller's addendums will be faxed to the Buyer's Agent for the Buyer to sign.

### 4. ADDENDUMS

The Listing Agent will provide addendums once price and terms have been agreed upon. Any such addendums will supersede any and all other documents. All contracts, addendums, and supporting documentation must be received by the Listing Agent within 2 business days of Seller's verbal acceptance or the offer will become null and void. No Seller's Disclosure is required. The required Lead-Based Paint Disclosure will be provided with the Seller's Addendum. **DO NOT** alter any bank addendums or the bank will void your offer. You must fill in every blank, initial and sign every page as indicated.

### 5. CLOSING DATES

The Buyer and Buyer's Agent are responsible to ensure that all contract deadlines and timetables must be strictly adhered to regarding inspection periods, loan commitments, and closing dates are met. Failure to close on or before the agreed upon date will result in immediate cancellation of the transaction, with any earnest money deposit forfeited to the Seller. Requests for extensions must be received in writing prior to the original closing date.

### 6. REO COMPLIANCE FEE

Century 21 AAA North charges a \$295 REO compliance fee. By signing this offer submission guideline sheet the buyer agrees to pay this fee to Century 21 AAA north at close this is not negotiable.

### 7. INSPECTION

If the home has been winterized and you wish to do a full inspection. I will need a cashiers check for \$200 we will de winterize get everything running and then re winterize the property after the inspection. This ensures it is done correctly, and there will be no chance of your inspector breaking something that you will have to fix.

**BY SIGNING BELOW, I STATE THAT I HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES:**

**BUYER:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BUYER:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BUYER'S AGENT:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_