

***Your Offer Package Should include: the FAR BAR, AS IS contract, a preapproval letter and/or proof of funds, and a Copy of the Escrow Check.***

***Attached to this listing you will find: A prefilled in AS IS contract for your convenience and The Client Addendum. Please note that if your offer is accepted the Buyer will later complete the Client Addendum again which will include the price and the terms as agreed upon. Also, A Multiple Offer Notification Form will be attached if applicable in multiple offer/highest and best situations.***

***Email Offer Packages to submitmyoffer@comcast.net you will receive an automated email verification if it was received. If you cannot email your offer, please fax it to #888-436-5470 with a cover sheet including your contact information and email address if possible. We will manually send you an email confirmation or you may call #239-267-5002 to confirm receipt.***

***All offers WILL BE submitted to our client as long as the AS IS Contract and Addendum is received regardless of deposit amounts, terms, conditions and/or other missing recommended documentation .***

### **Contract Guidelines**

1. Please list Sellers Name as: **Fannie Mae. Contracts may not be assigned** and the buyer(s) name(s) on the AS IS contract must be correct at time of offer.
2. **All offers must state on line #11 that: no personal property will be included** (Seller will not remove the appliances, but will not warrant them or allow them in contract).
3. Escrow for **financing** is preferably **\$1000 down** and preferably 10% for **cash** transactions. Other dollar amounts down can be requested and will be considered.
4. **The contract must specify the following language in section XV: Special Clause section of the FAR-BAR, AS –IS sales contract:**

“Pursuant to paragraph 28 of the real estate purchase addendum, this document is subject to all the terms and conditions set forth in the Real Estate Purchase Addendum.”

You should also specify whether buyer will be choosing to use a Buyers Title Company or if they would like to use the Sellers Title Company. (Buyers have the right to choose their Title Company. In any case, whether Buyers Title Company or Sellers Title Company is doing the closing, Seller’s title company will represent the Seller in the closing process and escrow to be held by the Seller’s title company.) You should also specify whether the Buyer(s) intends to occupy the property as the purchaser’s primary residence or not.

5. **Line #56.** Check off **Buyer pays title insurance.**
6. **Line #58.** Closings on cash deals are preferably and typically within 15 days and are preferably and typically 30 days on financing transactions. Other time periods can be requested and will be considered.
7. **Buyer(s) to pay Title Insurance as customary.** Buyer(s) and Seller to pay all other closing costs as customary. Buyer(s) may request a Seller session at time of closing towards

Buyer's closing costs, pre-pays etc. but please request this amount as a TOTAL dollar figure OR % of purchase price under section XV. Please call Leslie @ #239 267 5002 with any questions regarding Title and Escrow.

8. **Buyer(s) will pay a \$125.00 mandatory rekey charge** per the Seller shown on the closing HUD for changing the locks prior to closing from the banks master key system as noted in paragraph 23 of the Fannie Mae Real Estate Purchase Addendum. This charge will show payable on the HUD to Help-U-Sell Select Services. Please make sure to disclose these costs to the Buyer(s) at time of offer.
9. **Inspection periods are limited to 10 days from acknowledgement date** (client official offer accepted date). Once the 10 day period has passed, all inspection contingencies are considered to be removed and earnest/escrow money is no longer refundable.
10. **A pre-qualification letter from the lender for buyer(s) financing, or a statement from a financial institution showing proof of funds for cash buyer(s)** should be submitted with the offer. Financing preapproval letters should state the Type of Loan on the letter.
11. **Investors – Please note - Fannie Mae will not “accept” offers from Investors/2<sup>nd</sup> homes during the first 15 days (First Look period) though they can be “submitted” anytime after the listing is 3 days on the MLS.** Investors will be subject to a 90 deed restriction which means that the new owner may not sell the property for more than 120% of the purchase price during the first 90 days of ownership. During the first 15 days, only offers from ALL owner occupants or public entities (or their designated partners) will be accepted. All listings must be on the MLS for 3 full days before any primary resident offers OR investor offers can be submitted.

**Client Addendum** - On the Client Addendum please see item #11 for deed restriction information needed for filling out the Client Addendum. If you have any questions regarding the Client Addendum or for filling out the Client Addendum please call our office at #239 267 5002.

**Please note the seller usually responds to offers in 2 to 3 business days excluding weekends and often more quickly. Please be patient all Realtors submitting offers will be notified as soon as we have a response from the Seller. If you are withdrawing an offer at any time please give us the courtesy to let us know as soon as possible. Thank you for your offers!**

### *Offer Status Questions?*

***If we have multiple offers - we will note it in the MLS listing agent remarks with a deadline and a multiple offer notification form posted. You must then complete the form and submit it with your highest and best offer by the deadline.***

***If we only have a single offer - it may be accepted at any time without notice and without posting this in the MLS. If you send an offer and there is not multiple offer situation noted in the MLS your offer will be submitted as soon as possible. Should it turn into a multiple offer situation after you have submitted your offer, but before an acceptance by you or the client, you will then be notified that we need your highest and best offer by the posted deadline and to complete the attached multiple offer notification form posted on the MLS listing - returning the form and any offer changes to us.***

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