

HOMEPATH.COM OFFER CHECKLIST – ALL OFFERS MUST BE PRESENTED VIA HOMEPATH.COM!

STEP 1: GATHER THE FOLLOWING DOCUMENTS FIRST BEFORE submitting your offer

- **Purchase Agreement**
 - Must Be CAR Form RPA
 - **Owner Occupant Certification**
 - Required for ALL Owner Occupant Offers
 - **Fannie Mae SAMPLE Addendum**
 - Must be initialed by buyer acknowledging they accept the general terms. The final addendum will be furnished for buyer/seller final signature at offer acceptance
 - **Earnest Money Deposit**
 - Check copy should be made payable to escrow
 - Investors **MUST** have 10% Earnest Money Deposit
 - **Proof of Funds for Earnest Money Deposit**
 - 1st page of asset statement reflecting available balance to cover the Earnest Money Deposit
 - If ALL CASH, available balance(s) must be enough to cover
 - **Pre-Approval Letter**
 - Must state type of financing to match offer
 - Not applicable to ALL CASH transactions
- NO DOCUSIGN/ELECTRONIC SIGS**

******General Information For Your Knowledge:**

- | | |
|---|---|
| <ul style="list-style-type: none">● INVESTORS – Subject to “First Look” time frame as listed on HomePath.com● HISTORY – Seller & Agent have no knowledge of past owner or history of property● CONTINGENT OFFERS: No offers contingent on another sale/closing● ASSIGNEE: No “and/or assignee”● SERVICES: Seller prefers to use their own, if agreeable to buyer● CLOSING COSTS: Must specify dollar amount – NO percentages● TERMITE: Section 1 only, main structure only, at seller discretion | <ul style="list-style-type: none">● RESPONSE TIME: 1- 5 Days● VERBAL NEGOTIATIONS: Seller likely will respond verbally, no documents signed until negotiations completed and buyer has signed all counters/addendums● MGMT/INVESTOR APPROVAL: Offers may be subject to Management/Investor Approval● BANK ADDENDUM: Non-negotiable, must be signed as-is● MULTIPLE OFFERS: If multiple offers received, seller may request some or all buyers “Highest & Best” |
|---|---|

STEP 2: VISIT HOMEPATH.COM AND USE THE “MAKE AN OFFER” BUTTON TO SUBMIT OFFERS

- MLS Confidential Remarks will have a Direct Link to the properties offer page
- Selling Agent will be asked to register or use existing login for HomePath.com
- Selling Agent will need to input the terms of the purchase agreement into the website
- Selling Agent will be asked to upload copies of the Purchase Agreement, Fannie Mae Addendum, Earnest Money Deposit, Proof of Funds, and Pre-Approval letter – scanned PDF copies are best

STEP 3: CALL BANCROFT REALTY TO CONFIRM RECEIPT

- Office Number: 619-713-0197 – Monday through Friday 9am – 5pm
- Request to speak with the Offers Manager to confirm your offer has been received and is complete for seller review. We will advise if anything needs resubmission to be reviewed.