

Bancroft Realty – Offer Instructions

AGENT INFORMATION: ALL FIELDS REQUIRED (IF N/A PLEASE INDICATE)	
Agent Name: Agent Email: Agent Phone:	Transaction Coordinator: TC Email: TC Phone:
Lender Name: Lender Email: Lender Phone:	Brokerage Name: Brokerage Address:
CHECK THE APPROPRIATE BOX FOR YOUR OFFER	
<input type="checkbox"/> Owner Occupant <input type="checkbox"/> Investor <input type="checkbox"/> Financed <input type="checkbox"/> All Cash <input type="checkbox"/> Buyer certifies he/she has been to property <input type="checkbox"/> Buyer certifies he/she has not been to property	
Writing Offers:	
<input type="checkbox"/> I have reviewed and understand the following: X _____ Agent Initials	<ul style="list-style-type: none"> • 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
Negotiations:	
	<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”
FNMA Addendum	
<input type="checkbox"/> Buyer has reviewed and agrees to the terms in the Sample FNMA Addendum attached . *****A final addendum will be furnished after negotiations are complete w/ the agreed upon terms.	
<input type="checkbox"/> I have included the following REQUIRED ITEMS – I understand my offer cannot be submitted without: X _____ Agent Initials	<ul style="list-style-type: none"> ○ This disclosure, signed/completed by selling agent ○ Prequal/Approval letter from buyer’s lender <ul style="list-style-type: none"> ○ FHAVA needs written verification from lender that complex qualifies if a condominium ○ Proof of Funds for Deposit Check & Down Payment ○ Copy of Deposit Check made payable to Escrow