

Insert your personal or company info here….

**Short Sale Offer Instructions**

Please read these instructions carefully prior to submitting an offer. All offers incorrectly submitted will delay the process and will likely be rejected by the Seller.

1. All short sale properties are to be sold ‘as-is’. Seller is to make no repairs. Please include this statement in your offer.
2. Seller will not pay for a home warranty of any kind.
3. All offers must include a Short Sale Addendum found in the ‘Forms’ section of the MLS.
4. All offers must have a Buyer’s pre-approval letter or proof of funds.
5. Do **NOT** put ‘Owner of Record’ as the name of the Seller. If after searching the tax records you are still unsure about the name of the Sellers please call.
6. If a MLS listing reads ‘lender approved’ or ‘approved at this price’ then that is the purchase price the lien holders have communicated to us in either writing or verbally that they will accept. In this instance, if we receive an offer that does not meet the lender’s required payoff we will recommend to the Seller that they reject the offer. If you need clarification, feel free to call.
7. Do not submit offers with ‘Electronic Signatures’. Each document must have a real signature on it.
8. When submitting an offer we prefer a scan and emailed copy. Please email us at ‘me@me.com. If you’d prefer to fax, send it to xxx-xxx-xxxx.

Thank you for your time and consideration in submitting an offer. We look forward to working with you.

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