



Brentwood Real Estate Group OFFER INSTRUCTIONS
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This checklist must accompany every offer presented to Brentwood Real Estate Group on behalf of this client. *Page one must be signed and initialed by the buyer and signed by the selling agent. Page two must be signed by the selling agent. Failure to comply with seller requirements may result in an immediate rejection by the seller.****

***AN ORIGINAL "INKED" OFFER NEEDS TO BE DELIVERED, MAILED OR OVERNIGHTED TO BRENTWOOD REAL ESTATE GROUP AT THE ABOVE ADDRESS. FAXED OFFERS WILL NOT BE CONSIDERED. ***

This is a lender-owned property and as such, subject to strict compliance of the following instructions.

Buyer Initials	1) Once an offer is accepted, there will be either seller Addendums or a Counter Proposal that the buyer will be required to sign. These forms will supersede the contract and no changes to the forms will be accepted.
	2) A pre-approval letter from Michael Faze at Bank Of America (310) 205-6715 (client will <u>not</u> accept a pre-approval letter from a mortgage broker) must accompany all offers.
	3) Proof of Funds must accompany all offers. This must be in the form of a recent statement from the buyers financial institution, and show sufficient funds for down payment and closing costs.
	4) Water and Gas MAY NOT be on for buyers inspections. The buyer may want to consider an air pressure test to validate the integrity of the plumbing system (this does not require that water be on at the property).
	5) The escrow and title company shall be the seller's choice.
	6) A check in at least the amount of 3% minimum required earnest money (EM) must be made payable to selling agents real estate company. You must submit a <u>copy</u> of the EM with your offer. The original EM shall be delivered to the Escrow/Title Co only after acceptance of the offer. Information on where to deliver the original EM will be given to you upon acceptance of the offer.
	7) Owner's name shall be reflected as OWNER OF RECORD.
	8) It is the responsibility of the buyer to verify HOA dues and taxes.
	9) Property is sold strictly as is, where is. The seller will <u>not</u> entertain a request for any type of repairs. As agreed upon in the contract, the buyer may withdraw their offer in the event inspections reveal unsatisfactory conditions.
	10) Buyer acknowledges that possession will occur upon recording of the deed and disbursement of funds. <u>EARLY OCCUPANCY FOR ANY REASON IS EXPRESSLY PROHIBITED!</u>

Buyer

Date

Buyer

Date

Selling Agent

Date



IMPORTANT FOR SELLING AGENT REGARDING COMMISSION:

If the Contract of Sale contains seller concessions including points, closing costs, repairs, etc., then the commission **MAY** be calculated on the purchase price of the property less any such seller concessions (i.e., commission will be calculated based on the net sales price of the transaction.

Cooperating Broker may not be entitled to a commission if the Purchaser of the subject property is also (i) the cooperating broker; (ii) an employee of the cooperating broker; or (iii) a member of the cooperating broker's immediate family.

**IMPORTANT INFORMATION FOR SELLING AGENT
REGARDING THE**

DATES AND DEADLINES ON THE CAR CONTRACT:

Immediately following this section you will find a sample of the Dates and Deadlines from the California Residential Purchase Agreement and Joint Escrow Instructions (RPA-CA). We are providing this guideline for you to reference when you are preparing your buyer's contract. We are making these recommendations in an effort to prevent any unnecessary delays and/or amend/extends in the future.

Event	Date or Deadline
Par 2G and Par 2H	Upon Presentation of RPA-CA
Par 2I – Loan Contingency Removal	17 Days after Acceptance
Par 2J - Appraisal Contingency (with or without a loan contingency)	17 Days after Acceptance
Par 4 – Wood Destroying Pest Inspection	See Counter or Addendum
Par 14B(1) - Inspections	7 Days After Acceptance
Par 14C(4) – Notice to Buyer to Perform	24 Hours

Selling agent signature: _____

Please **DO NOT** submit earnest money until there is an agreement upon terms by both parties; a copy of the check is REQUIRED at this time.