

Thank you very much for showing one of our properties.

There are THREE pages, please print, fill out and include page two with your offer.

Please go to “current status” (one of the options on the left of this website) before calling.

Please read ALL instructions. The current status page will say if this property is a Freddie Mac property. If it is, please follow ALL the instructions on page 3 in addition to filling out page two.

We are very happy to help you in any way possible. We are getting a very high volume of phone calls. We want to reply to everyone, so please help us by using e-mail whenever possible, texting as the next option and phone calls as the last option. E-mail us at Jim@MatzenTeam.com. Text us at (408)888-7262

We have usually done NO inspection. We are happy to accept all type of loans (FHA, VA etc) if the property conditions warrant, but keep in mind the seller will not usually do any repairs to get the property past the appraisal. Please have a good idea that it will pass FHA appraisal before submitting an FHA offer.

In the case of ALL Freddie Mac properties and some properties from other sellers, the seller will NOT pay any transfer tax and/or fee. Please advise your client of this up front. Usually, the seller will pay title and escrow if your client chooses to use the seller's escrow and Title Company.

READ PAGE 3 for more detailed information.

Please e-mail offers to Offers@MatzenTeam.com with the property address in the subject.

MUST include a pre approval from the loan agent listed on the MLS if one is listed.

Fill out the Offer Cover Sheet (found on the next page) completely before sending offer. Please include dollar amounts in the area for transfer fees if they are being requested.

E-mail offers and the completed “Offer Cover Sheet” along with pre-approval and proof of funds to: offers@matzenteam.com

Offer Cover Sheet (Please do not leave any blank)

Property Address: _____

Offer Amount \$ _____

Buyer's Full Name(s): _____ (as they appear on title)

Buyer's phone number _____

Occupancy Intentions: (check one)	_____ Owner Occupied	First Time Buyer _____ Yes
	_____ Non Owner Occupied (investor)	_____ No

Buyer's Agent Name: _____

Buyer's Agent phone: _____ Buyer's Agent Email: _____

Buyer's Agent Address _____ Buyer's Agent Fax: _____

Buyer's Lender: _____ Loan Agent phone: _____

Loan Agent Name: _____ Loan Agent Email: _____

Loan Agent Address: _____ Loan Agent Fax: _____

Initial Deposit (EMD) \$ _____ Preapproval must accompany offer

Total loan amount\$ _____ Lender Name _____

Date Buyer(s) Will remove.. _____

Financing Contingency _____ Days. Inspection contingency _____ Days

Closing Costs Credit: \$ _____ (do not enter percentange enter dollar amount)

Contract Repairs: \$ _____ (seller is looking for as-is sale)

Termite/Pest: \$ _____ (seller is looking for as-is sale)

City+County+HOA+Home Warranty cost to seller

\$ amount REQUIRED \$ _____ City Transfer Tax (NO BLANKS, ENTER DOLLAR AMOUNT)

\$ amount REQUIRED \$ _____ County Transfer Tax (NO BLANKS, ENTER DOLLAR AMOUNT)

enter a dollar amount \$ _____ Home Warranty

Financing Type: (check one)	_____ Conventional
	_____ Cash
	_____ Community Program
	_____ FHA
	_____ VA

Loan-to-value Ratio: _____ %

Closing Date or Escrow Length _____

No hand written offers. Email offers, pre approval, EMD and cover sheet to : Offers@MatzenTeam.com

PLEASE FOLLOW THESE INSTRUCTIONS IN DETAIL TO ENSURE REVIEW OF YOUR OFFER IS NOT DELAYED.

OFFER INSTRUCTIONS (Follow in Details)

- **ALL OFFERS MUST BE EMAILED (NO FAXES)**
- **ALL OFFERS SHOULD BE TYPED or very clearly written**
- **CAR Residential Purchase Agreement (8 pages)**
 - #2, #3, #4 on pages 1 & 2 must be COMPLETELY FILLED OUT
 1. SELLER will not pay for Inspections
 2. SELLER will not pay for repairs
 3. SELLER will pay for Title & Escrow if company suggested by seller is used
 4. SELLER will not pay for home warranty
 5. SELLER will not pay any transfer taxes
 6. DO NOT check 4C2 to "Seller"
 - #25 should state that this is an "AS IS" sale. This is also where any seller credit to bcc would be requested.
 - **#31 Expiration date on Page 8 MUST BE at least 8 days from the day the offer is submitted but NOT before**
 - PAGE 8 – please fill it out completely with all of your / your office information requested
 - FULL OFFER MUST BE SIGNED & initialed everywhere appropriate by Listing Agent & Buyer
- **CAR Buyer Inspection Advisory (2 pages)**
- **CAR REO Advisory (2 pages)**
- **CAR Buyer & Seller Statewide Advisory (10 pages)**
- **CAR Disclosure Regarding Real Estate Agency Relationships**
- **COPY Of Earnest Deposit Check** made out to " " Title Company"
- **IF FINANCING**: Copy of Pre-Approval Letter from a Direct Lender & Proof of Funds to close the transaction
- **IF ALL CASH**: Proof of Funds to close the transaction MUST be included
- **ATTACHED "Offer Cover Sheet"** must be filled out completely

Some Freddie Mac properties MAY qualify for one of their promotions. It is the buyer's agent's responsibility to make sure that any and all coupons are INCLUDED with the offer. It is also the buyer's agent's responsibility to determine the appropriate offers by going to : http://www.homesteps.com/smart_buy.htm

- **AFTER YOUR OFFER IS SUBMITTED IN ITS COMPLETION PER THESE OFFER INSTRUCTINOS, you will receive an email confirmation from me confirming that your offer has been submitted. Please allow seller at least 7 days to review offers. If following up on any offers or have any questions, please contact me via EMAIL and NOT by phone if possible – I respond much faster to emails & it provides us records of our conversations.**