

OFFER INSTRUCTION FOR SELLING AGENTS



FIRST OFF, WE WOULD LIKE TO THANK YOU FOR TAKING THE TIME TO SHOW AND SELL OUR PROPERTY. WE HAVE PUT TOGETHER A CHECKLIST WITH OUR CLIENT IN ORDER TO GET YOUR OFFER ACCEPTED.

PLEASE DO NOT CALL OUR OFFICE TO TALK ABOUT YOUR OFFER. ONCE YOUR OFFER IS RECEIVED, WE WILL CONFIRM RECEIPT WITHIN 24 HOURS. WE WILL THEN SOLICIT A COUNTER FROM OUR SELLER WITHIN 72 HOURS.

THANK YOU. – CROSSROADS REO TEAM

- STATE PURCHASE CONTRACT
- COPY OF EARNEST MONEY – CERTIFIED FUNDS OR CASHIER CHECK. 10% AMOUNT OR MINIMUM OF \$1,000.00 (FOR ALL CASH OFFERS)
- COPY OF BUYER’S LOAN PRE-APPROVAL. – IF FINANCED
- BUYER’S PROOF OF FUNDS IF CASH
- STATE AGENCY DISCLOSURE FORM

PLEASE ALSO FILL OUT THE FOLLOWING FOR A SMOOTH NEGOTIATION.

SELLING AGENT NAME _____

YOUR EMAIL _____

YOUR BEST PHONE # _____

YOUR FAX # _____

YOUR BUYER : OWNER OCCUPANT OR INVESTOR

REMAX CROSSROADS REO
14092 PEARL RD. STRONGSVILLE, OH 44136
440-638-5120 PH 216-4613 FAX
mtoney@crossroadsreo.com

ONCE YOU HAVE FILLED THIS FORM OUT, PLEASE FAX TO OUR OFFICE 216-916-4613 OR YOU MAY SCAN AND EMAIL TO mtoney@crossroadsreo.com