**Offer Cover Sheet**

***BEFORE submitting an offer, buyer must have seen the interior of the home***

**PLEASE RETURN THIS PAGE ALONG WITH YOUR OFFER**

Buyer name (Full name):

* Buyer name(s) MUST BE EXACTLY the same as listed on the purchase agreement/offer

Agent’s Name & Email Address:

Buyer Type (Owner Occupied or Investor):

Financing (Con, Cash, FHA, VA):

Sale Price:

Earnest money:

Down-payment amount:

Requesting Closing Costs? Please state amount:

Home Warranty (buyer or seller, please state amount if seller to pay):

Close of escrow:

Financial contingency: Loan \_\_\_\_\_ Appraisal \_\_\_\_\_ *(will buyer make-up difference if property does not appraise? If so, please write “no appraisal contingency”)*

Insp. Contingency:

Additional terms:

Escrow: B\_\_\_ S\_\_\_\_

Title: B\_\_\_ S\_\_\_\_

City Transfer Tax: B\_\_\_\_ S\_\_\_

**Listing Agent will confirm whether this listing will be treated as an REO or as a regular sale**

**Offer Instructions**

**When filling out the contract, please note the following requirements:**

**If your offer is financed:**

1.       EMD to be 3% of purchase price or higher

2.       Inspection Contingencies – 7 days or less

3.       4 B (2) to be removed from contract

4.       Seller will not pay for a home warranty or ANY inspections other than the NHD

5.       If escrow/title is seller’s choice, seller pays for half of the escrow fees and half of the title insurance policy (If buyer wants to choose escrow/title – buyer will be responsible to pay for ALL escrow & title fees)

**If your offer is cash:**

1.       EMD to be 3% of purchase price or higher

2.       No appraisal & loan contingency (3.H.4, 3.I & 3.J on page 2 of the contract must be checked)

3.       Inspection Contingencies – 7 days or less

4.       4 B (2) to be removed from contract

5.       Seller will not pay for a home warranty or ANY inspections other than the NHD

6.       If escrow/title is seller’s choice, seller pays for half of the escrow fees and half of the title insurance policy (If buyer wants to choose escrow/title – buyer will be responsible to pay for ALL escrow & title fees)

**INSTRUCTIONS ON HOW TO SEND YOUR OFFER PACKAGE**

Please submit the offer, in **ONE PDF**, in the following order:

***OFFER PACKAGE -*** Please follow instructions carefully, your package must include the following items, in the specific order listed (no electronic signatures allowed)

1. Offer Cover Sheet – completely filled out

2. CAR contract (8 pages & Buyer’s Inspection Advisory) (*Buyer’s names must match throughout & address should be listed on page 8)*

3. Disclosures Regarding Real Estate Relationships

4. Copy of check payable to “Title Company”

5. Proof of funds *(cannot be older than 30 days, DO NOT include a full statement, just page 1 with buyer’s name, date & amount in said account)*

6. Pre-approval letters – buyer’s lender & seller’s preferred lender *(please see instructions below on how to obtain a pre-approval with either Loan Leaders OR Nationstar)*

**\*Please DO NOT include ANY additional paperwork, other than what is listed above.**

**HOW TO GET PRE-APPROVED WITH LOAN LEADERS**

**(Seller will NOT review ANY offers without the pre-approval )**

**LOAN LEADERS:**

[realtorteam@loanleaders.com](mailto:realtorteam@loanleaders.com)

1-888-834-0855

LoanLeaders of America

7505 Irvine Center Drive Suite 200

Irvine Ca 92618

\*The buyer is not required to finance the purchase with Loan Lenders