

Mandatory Offer Submission Form

Property Address: _____

Agent Information

Office Name: _____ Office Address _____

Agent Name: _____ Office City & Zip _____

Office Phone: _____ Fax # _____

Cell Phone: _____ E-mail: _____

Buyer Information

Buyer's Names: (please print clearly)

Buyer's Address: (necessary)

Taking Title As: _____

_____ Single _____ Married _____ Corporation

Purchase Price: _____ Seller Concessions (if any) _____

_____ Cash _____ Conv. _____ Fha _____ VA _____ % down

Earnest Money Deposit (made payable to Rech Realty Co.): \$ _____

Closing Date: _____ Owner Occupant _____ Investor

Offer Contingent on Inspection? _____ no _____ yes # of days: _____

Please Include The Following With Your Offer:

Purchase Agreement _____ Pre-Approval or Proof Of Funds _____ Copy of EMD _____

Copy of LLC Papers _____ *City Certification Notice _____ *Offer Guidelines _____

*Final Water Bill Notice _____

* items are found on the mls with the property listing*

Additional Notes: _____

** Any missing information or unsigned offer may cause a delay or non-submission! **

Please e-mail this form along with your offer & supporting documentation to rechoffers@aol.com.

Offer Guidelines

Please read the following carefully. The following checklist is required, signed by the buyer and selling agent, on all offers prior to their being submitted to the Seller.

1. **Buyer *MUST* state if he / she is an investor or homeowner.**
2. Addendums and Disclosures: Buyer and Agent understand that additional Addendums may be required by the Seller and will be provided by the Listing Agent once price and terms have been agreed upon. Any such Addendums will supercede any and all other documents. All contracts, addendums and supporting documentation must be received by the Listing Agent within 2 business days of receipt of seller addendum or the offer is null and void. No Seller's Disclosure is required. The required Lead-Based Paint Disclosure will be provided with the Seller's Addendum.
3. Earnest Money: Copy of earnest money check made payable to Rech Realty must be presented along with the offer. When and if the offer is accepted, deposit to be forwarded with bank addendums signed by buyer to Rech Realty. All earnest money to be held by the Listing Office or Title Company per seller's instructions. Earnest money must be in the form of a cashier's check or money order made out to Rech Realty or the title company. Earnest money must be received within 2 business days of the Seller's verbal acceptance or the offer shall become null and void.
4. Financing: Mortgage contingencies will be allowed only when the lender/broker is direct endorsed by the lender providing the funding. Any buyer obtaining financing from a non-direct endorsed lender will be treated as a cash transaction with any earnest money forfeited should the buyer fail to close as agreed in the contract. All mortgage offers must be accompanied by a Pre-Approval prior to the offer being submitted.
5. Proof of Funds: All cash offers must be accompanied by "proof of funds" (e.g. bank letter or statement.) Any offer received without proof of funds will not be submitted. Purchaser must show by bank statements proof of down payment.
6. Closing Dates: Any closing dates agreed to by Buyer and Seller are firm. Failure to close on or before the agreed date will result in the immediate cancellation of the transaction with any earnest money forfeited to the Seller, excepting any contingencies agree to by all parties previously. Requests for extensions must be received in writing at least 1 week prior to the original closing date to be considered stating the reason for the delay of closing.
7. Processing: *All processing related inquiries should be directed to rechoffers@aol.com.*
8. Commission: May be based on sliding scale - call to confirm.
9. Water: Refer to separate water addendum.
10. City Inspection: Buyer to be responsible for city violations required by the city. Any and all work & violations the city is requesting the purchaser will be responsible at no cost to the seller.
11. **Selling agent *MUST* provide a valid e-mail address & cell number provided below:**

E-mail: _____ Cell #: _____

Please e-mail this checklist along with your offer & supporting documentation to rechoffers@aol.com.

BY SIGNING BELOW, I STATE THAT I HAVE READ AND UNDERSTAND THE ABOVE REQUIREMENTS.

By: _____ Print Name: _____ Date: _____
(BUYER)

By: _____ Print Name: _____ Date: _____
(BUYER)

By: _____ Print Name: _____ Date: _____
(SELLING AGENT)

City Certification Requirement Notice

Address: _____

City/State: _____

Purchaser understands the subject property has been inspected by the City of _____ . A certificate of occupancy must be obtained prior to owners or tenants occupying the property. Purchaser agrees to take full responsibility for required repairs, required by the City of _____ to obtain certificate of occupancy.

Purchaser holds seller, Rech Realty and it's agents harmless of any and all costs and/or damages resulting from said inspection.

Purchaser's Signature

Date

Purchaser's Signature

Date

Final Water Bill Notice

Regarding ALL Water Bills (especially Detroit's)

Buyer's Agents and Purchaser's are aware that they are responsible to order final Real Estate water reading with the city the subject home is located in at time of acceptance of offer.

The Title Company and Listing agent WILL NOT be responsible after close for any unpaid balance.

It is the purchaser's responsibility to order a final water reading and notify listing agent and Title Company of the balance owed.

****Please confirm with the listing agent *prior to ordering a final reading* to check if the final water bill has been ordered.****

Purchaser is aware that when Title Company and Listing agent obtain a verbal current balance owed from City of Detroit or any other city-which this is not an actual reading and may differ from the final read.

Need: final water bill prior to closing.

Buyer: _____

Date: _____

Buyer: _____

Listing Agent

Selling Agent