

## OFFER INSTRUCTIONS

1. This instruction sheet must be reviewed, signed and returned with the offer submission.
2. Submit offers by email only to [Offers@PlatinumElite.com](mailto:Offers@PlatinumElite.com). Do not call our office. There will be an automatic email response that the offer was received.

Live status updates may be obtained at [www.Offer-Status.com](http://www.Offer-Status.com).

If you have to fax the offer it must be legible or it will be returned. Fax to 317-3424.

3. Offers must be legible, on current GLVAR forms and all blanks must be completed and/or marked N/A.
4. All offers with financing terms must be accompanied by a lender's pre-approval letter, with their contact information, dated within 30 days, and down payment proof of funds.
5. All cash offers must be accompanied by proof of funds as shown on a bank statement dated within 60 days and must include the buyer's name and address clearly displayed.
6. Escrow company will be chosen by seller. Copy of EMD check can say "Title" and can be filled in if the offer is accepted.
7. Normal seller response time is 2 to 3 business days. We will contact you when the seller has signed off on the offer, at which point we will be sending out our standard counter offer #1.

If we are in a multiple offer situation you can expect longer response times.

8. Seller's standard procedure for informing all parties of multiple offers.
  - a. Each offer will be countered to submit their "best offer" in writing to the listing agent. **Buyer acknowledges that the Seller reserves the right to accept another offer.**
  - b. Seller will accept or provide a counter ONLY to the offer(s) which the seller determines to be the "best" offers(s).
  - c. In the event the first choice of "best" offer does not result in an accepted purchase agreement from the seller's lien holder, seller will accept or provide a counter offer(s) ONLY to the offer(s) which the seller determines to be the "next best" offer(s), and so on.
  - d. All offers are subject to seller's lien holder's approval.

By signing below buyer and buyer's agent have read and understand these instructions and agree to abide by these requests.

\_\_\_\_\_  
Buyer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer's Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brokerage