

## Steps for putting an offer on a house

- **Purchase Price**
- **COE - Close of Escrow** - usually it's 30 days but I can check with your loan agent to make sure that he/she can close on time
- **EMD - (Earnest Money Deposit)** 3% at the time of making the offer (Check payable to Escrow Company)
- **Down Payment** - If you are taking a loan
- **Proof of funds** - Bank checking & saving and money market / Investment account statements (Please cross out the account numbers) and scan them over. The amount has to be equivalent to whatever you are committing. For example, you are doing 20% down then that's the amount plus a little more for closing cost. I need statements for that amount. If both spouse's have different accounts separate than all is necessary on both of you.
- **Pre-approval letter** - If taking a loan
- **Letter from buyers to sellers** with picture of the family and short statement from the heart why you guys like this house and what do you do for a living, kids names and how old.

Other items covered in the offer are Contingencies there are 3 different ones they are as follows:

- **Loan Contingency**
- **Appraisal Contingency**
- **Inspection Contingency**

The number of days to be decided by us for the contingency after talking to the listing agent and getting an idea of how many disclosures were send out and how many offers is the agent expecting on the property after the first week of the open house.

I will talk to your lender also to get an idea of how many days he or she will need to close and has the loan gone to the underwriter yet or not. Do we need loan contingency for how many days.

I package my clients offer differently compared to other agents so that it is on the table for discussion.