

INSTRUCTIONS FOR SUBMITTING AN OFFER

1. Download and Complete attached FARBAR AS-IS purchase contract.
2. Download and complete attached Addendum to Short Sale.
3. Download and complete all disclosures.
4. Download and complete attached Buyer Acknowledgement. (Qualifying Broker Must Sign, NOT the buyer's agent.)
5. If obtaining financing submit a pre-approval letter from the buyer's lender along with the lender's contact information.
6. Submit Proof of funds for all cash offers.
7. When submitting faxes please send all information to **941-981-1887**.
8. When submitting offers via email please send to INFO@CROWNECONSULTING.NET
9. When submitting offers do not accept any earnest money deposit.
10. Effective date is when seller(s) signs the offer.
11. Acceptance date is ***45 days from effective date***. (Only the lender can accept an offer.) **SEE LINE 26**
12. Closing date shall be ***30 days from lender's approval***. **SEE LINE 58**
13. All status updates will be made via email.
14. **AGENTS PLEASE PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING AN OFFER.**
 - Valid Email address: _____
 - Office Name: _____
 - Agent Name: _____
 - Office Phone: _____
 - Agent Cell: _____

PLEASE FOLLOW THE ABOVE INSTRUCTIONS. ALL OFFERS NOT CONFORMING TO THIS FORMAT WILL NOT BE SUBMITTED TO THE LENDER. THE AGENT SUBMITTING THE OFFER WILL NOT BE NOTIFIED NOR WILL THEIR CONTRACT BE RETURNED. THE ABOVE MENTIONED TERMS ARE NON-NEGOTIABLE. THANK YOU FOR YOUR COOPERATION.