



**Telephone:** 888-877-8300

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**Better Living Real Estate, LLC**  
Massachusetts • Rhode Island • New Hampshire

## **MA Offer Submission & Escrow Instructions for Buyer & Buyer Agent**

Better Living Real Estate® makes no representations or warranties about the property offered for sale. Have the buyer review and sign disclosures and **Massachusetts Mandatory Residential Home Inspection Disclosure** prior to submitting an Offer. The buyer and Buyer's Broker are advised to perform due diligence and contract terms prior to submitting their Offer and/or the closing.

**Delivery of Offer** - Follow these guidelines & include the requested forms with your emailed offer presentation.

1. **Written Offer:** Offers are to be presented on a state REALTOR® Association Contract to Purchase form. No "verbal" offers will be presented to the seller as they are not binding. Do not submit your Agency Disclosure form.
2. **DO NOT** submit **personal letters** (*love letters*) from the buyers or photos of the buyers, their family or pets. Any information that may be construed to produce unfair bias and not comply with [State and Federal Fair Housing Laws](#) **will not** be presented to the seller.
3. **Have the Buyer Sign Disclosures Attached in MLS Listing** or provided by the seller's agent. When attached to the MLS listing, have the buyer initial & sign the following documents: (1) **Seller's Request for the Buyer to Conduct a Home Inspection**, (2) **Massachusetts Mandatory Residential Home Inspection Disclosure**, (3) **Real Estate Sales Disclosure of Property Condition** (if applicable), (4) **Seller's Lead Disclosure** (when a property is constructed prior to 1978).
4. **Proof of Funds:** Provide either a Statement/Proof of Funds for a Cash Buyer, or a Pre-Qualification Letter from a licensed financial institution, lender, bank or mortgage broker. A Pre-Qualification must have a dollar amount stated and the type of loan. The Seller's Agent may contact the Buyer's Lender for verifications.
5. **Email the Offer as ONE PDF Document to the Seller's Agent:** Email all the above documentation to the Seller's Agent using this email address: [patarena@betterlivingre.com](mailto:patarena@betterlivingre.com)
6. **Buyer's Attorney:** If the buyer is using a real estate attorney, please provide the contact information for the Buyer's Attorney when submitting your Offer.

### **Escrow Instructions**

1. **Earnest Money:** DO NOT provide a copy of the earnest money check when you submit an Offer; DO NOT deliver or send earnest money until an Offer is accepted.
2. **The Escrow Company (Payable To) is:** Winslow & Sanders  
**IMPORTANT:** The buyer must **write the full property address** in the **MEMO section** of the check.  
**Send the escrow check via Priority Mail or Overnight Mail with a tracking number** to the seller's designated Escrow Agent outlined below.

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