

## PRESENTATION OF OFFERS

### **OFFERS MAY NOT BE PRESENTED WITHOUT THE PROPER DOCUMENTATION BEING SUBMITTED**

RE/MAX @ HOME would like to thank you and your client(s) for expressing interest in one of our listings.

- 1) PAR Agreement of Sale with the following information:
  - A. Agent's name listed: Maria Quattrone
  - B. Direct Phone 215-607-3535
  - C. Email: Use this email address for the AOS: theclosingteam@liveloveathome.com
  - D. Brokerage License: RB067945
  - E. Maria Quattrone License: RS281573
  - F. Owner: Include the Seller's Name
- 2) If this is New Construction, please be sure the New Construction AOS is used.
- 3) Any accompanying addendums relevant to your Buyer's contingencies.
- 4) Pre-approval letter from an accredited Mortgage Banker/Broker – if applicable.
- 5) Cash Transactions require Buyer Proof of Funds.
- 6) Initial Earnest Deposit  
\*\*\* All Deposits Must Be Sent Through Wire Transfer Within 48 Hours from Execution\*\*\*  
Wire Instructions will be Provided After the Execution of Agreement of Sales
- 7) Buyer Financial Form – Fully Executed or POF for Cash Transactions
- 8) Deposit Monies Notice to Buyers.
- 9) If the buyer's agent is seeking a commission from the seller, it must be included in the Agreement of Sale.  
RE/MAX @ HOME will not sign a Commission Between Cooperating Brokers (CBC) agreement.
- 10) Witness all signatures.
- 11) Be sure that the buyer's agent's cell # or best number to reach is on the Agreement of Sale.
- 12) If there is to be personal property included in the sale, please use separate addendum.
- 13) Please have the buyer's 2<sup>nd</sup> deposit due within 48 hours of home inspection resolution.  
If this is new construction, please verify with listing agent if there is to be selections and an additional builder deposit due.
- 14) Fully Executed Sellers Property Disclosure Statement.
- 15) Fully Executed Lead Based Paint Disclosure (for residential properties built before 1978)

### SPECIAL CLAUSES SECTION OF THE AGREEMENT OF SALE

- 16) For New Construction, please add the following clause in Special Clauses: Buyer(s) is/are not permitted to enter the site unless accompanied by a representative.
- 17) For New Construction and if noted in Trend, please add to special clauses: "Buyer(s) agree to order title insurance through (insert name of Seller's title co that is listed in Trend)"
- 18) Please do not have any contingency dates or settlement dates that would fall on the weekend or holiday. Please add the following clause to Special Clauses in all agreements: Shall any contract date fall on a weekend or holiday, with the exception of the execution date, that date is hereby extended to the next business day.

### SUBMISSION OF OFFERS

We ask that you submit offers using one of the following methods:

- 1) Email offers: thelistingteam@liveloveathome.com
- 2) Hand Deliver to: RE/MAX @ HOME – 2054 South Street, Philadelphia, PA 19146

\*\*\* Please be advised that RE/MAX @HOME will make every effort to present offers to our clients over the weekend and after normal business hours. PLEASE DO NOT PROVIDE A RESPONSE TIME DUE ON THE WEEKEND. Many of our clients do not have access to paperwork via email/fax over the weekend. This will help to effectively expedite an offer within the timelines. We DO work on weekends and will do our best to get it executed quickly.