

**Maria Quattrone Team – LPT Realty**  
**“OFFER SUCCESS CENTER”**

**OFFERS MAY NOT BE PRESENTED WITHOUT THE PROPER DOCUMENTATION**

Thank you for reviewing information at the *Offer Success Center!* Before submitting an offer to the Listing Team, see the Presentation of Offers. Please follow this detailed list as a well put together offer will have a better chance of being accepted if your offer is directly competing with another offer. The Presentation of your offer is so important and will be beneficial to your client in their quest to successfully purchase a home.

**A. Submission of Offers.**

1. Please contact us to make sure we know to expect your offer. Call 215-607-3535 during normal business hours or please send an email and we will respond.
2. Offers can be submitted to:
  - Scan and Email Offer to: [thelistingteam@liveloveathome.com](mailto:thelistingteam@liveloveathome.com)

**What to do WHEN SENDING THE OFFER, please copy and paste this and fill in the blanks:**

1. Offer Price:
2. Inspections, Yes or No and Which ones:
3. Concessions For Agent's Compensation:
4. Seller Assist:
5. Settlement Date:
6. Mortgage Terms:
7. Appraisal Addendum: Yes or No
8. Other Terms:

**B. Pre-Home Inspection/Termite Cert/Pre-Title Search/Home Warranty Paperwork:**

1. The seller may have done a Pre-Home Inspection. If so, it will be included in the downloads in the MLS, please do the following:
  - i. Send a copy to your clients for review.
  - ii. Clients need to sign Pre-Home Inspection Addendum that they reviewed this report and whether or not they plan on doing another inspection.
  - iii. Clients to review and sign the Seller's List of Repairs Addendum, listing the repairs that will be or already were made at the current listing price, if applicable. Please note, Seller(s) may not accept any offers with inspection contingencies if they have already done pre-inspections. Buyer(s) can list on the uploaded form what they want the seller to do from the report when making the offer, but Seller(s) may/may not accept the offer/do the repairs.
2. Please include signed Pre-Home Inspection Addendums from the Buyer(s) so your offer can be favorably reviewed by the Seller.
3. If Seller has done a Pre-title search, then the document for that will be uploaded.
4. If seller giving a Home Warranty, document for that will be uploaded.

**C. Standard PAR Agreement of Sale:**

**Page 1 of Agreement of Sale Agent Information:**

1. **Seller's Name(s):** Use Names listed in the Property Details, **not in the Public Records.**

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2. License #for Company: **RB069792**
3. License #for Listing Agent Maria Quattrone is **RS281573**.
4. If a listing is any other agent, look up license # in Bright.
5. Company Name: **LPT Realty**
6. Address of Company is: 2054 South St, Philadelphia, PA 19146
7. Office Phone Number: 215-607-3535
8. Agent Phone Number: For other agents in the team **excluding** Maria, add their agent phone number.
9. Email Address for Maria Quattrone, put the following: [theclosingteam@liveloveathome.com](mailto:theclosingteam@liveloveathome.com).

**Page 2 of Agreement of Sale:**

1. All parties to use TitleEQ for title services and escrow deposits.
2. **Initial Deposit Check:** TitleEQ holds our escrow. Initial Earnest deposit, All Deposits must be sent though wire transfer within 48 hours from execution. Wire instructions will be provided after the Execution of Agreement of Sale.
3. **Second Deposit Check:** TitleEQ holds our escrow. We support the following to be written for the second deposit check due date:  
*“Within 48 hours of satisfaction of the home inspection contingency”*. If settlement is within 30 days, please submit a Bank or Cashier’s Check. If this is a new construction, please verify with listing agent if there is to be selections and an additional builder deposit due.
4. **Seller Concessions.** In this section, on line 25, make sure to include the amount of concessions Buyer is requesting Seller to pay on behalf of you, the agent. Seller Concessions are negotiable. Please note the Buyer can only pay you what is on the Buyer Broker agreement, and not any more than that.
5. **Settlement Date:** Check Agent Remarks, we may have provided a date needed by Seller. We have found that settlement dates on a Monday or a Friday are often delayed. You may want to consider a date on a Tuesday through Thursday. Also, unless this is a cash transaction, you may consider a settlement time after 10:30am to allow mortgage papers to get to the office\title company.
6. **Reply by Date:** Please allow at least 2 business days for a response unless a specific date is mentioned in the MLS agent remarks. We will communicate the offer as soon as possible to the Seller and respond promptly. As standard practice, the Seller has the right to review and negotiate all offers until a fully executed offer has been delivered.

**Page 3 & 4 of Agreement of Sale:**

1. Section #6: Please put the zoning in the agreement.
2. Section #7: See MLS Sheet/addendum for exclusions or inclusions and input after appliances, that are all being included in as-is in condition.
3. Section #8(H&I): If the mortgage type is FHA\VA, put the sales price, and check off Section I.

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**Page 11, Section 16:** If this property has a Condo or Homeowners Association, please check either box. Also, the Capital Contribution and Condo\Homeowners Association fee can change at any time. Please call the association for up-to-date information and verify the fees. The buyer is responsible for Capital Contribution Fee.

**Page 14, Section 32(B)-Special Clauses:** Please write the following here: ***“If any contingency due date falls on a weekend or bank holiday, the contingency date is automatically extended to the next available business day.”***  
This will alleviate stress upon the transaction for buyer and seller.

**D. Paperwork Checklist:** Below is a checklist of paperwork needed to present your offer:

- 1) Agreement of Sale (If it's new construction, please be sure the New Construction AOS used).
- 2) Pre-Market Home Inspection Addendum and Inspection Repair List (if one was done by the seller). Please have buyer sign this form for acknowledgement. If seller has done Pre-Inspections, seller may not accept offer with inspection contingencies.
- 3) Fully Executed Buyer's Financial Info (BFI) and Buyer's Estimate of Closing Costs
- 5) Mortgage Pre-Approval (not a Pre-Qualification Letter), If Cash, provide Proof of Funds from buyer's Bank
- 6) Copy of Check if you have it. (Remember IF your offer is accepted, please advise your buyer that if the Settlement is within 30 days of execution, that check will need to be a Bank or Cashier's check or they can wire the money)
- 7) Signed Seller's Property Disclosure, make sure all Pages Initialed
- 8) Signed/Initialed Lead Paint Disclosure, if applicable
- 9) Inspection Waiver Form
- 10) If the buyer's agent is seeking commission from the seller, it must be included in the agreement of sale. Maria Quattrone Team – LPT Realty will not sign a commission between Cooperating Brokers (CBC) agreement.
- 11) If there is to be personal property included in the sale, please use separate addendum.

**PLEASE NOTE: All offers should include the above requested documents to ensure a complete and timely review by the sellers.**

**E. Negotiating of Offers**

a. You will be negotiating with a member of the Listing Team. A member of the listing team will be available for questions via email.

**b. SIGNED COPY OF AGREEMENT OF SALE: For any offer accepted verbally after 6pm, when updating the papers, please change the reply date to the following day. We Cannot Guarantee you will receive the seller's signed/executed agreement after normal business hours.**

For example: If you send the agreed upon agreement/terms on a Monday at 7:30pm please make sure the following business day, Tuesday, in this case, is listed as the acceptance, **“Time is of the essence”** Date. Thank you and we look forward to working with you!