



## **OFFER TO PURCHASE INSTRUCTIONS**

Hello, please take a moment to read these instructions, if your offer is incomplete, missing items, or not filled out correctly then we reserve the right to not present it to the seller.

**Please Email offer (in PDF format) with offer cover sheet to [tc@ownit2020.com](mailto:tc@ownit2020.com) & Listing / Co Listing Agents Email \* Be Sure to include the Co-Listing Agent if applicable.**

**Please make sure of the following:**

- 1) The offer cover sheet must be completely filled out.
- 2) All documents must be neat and legible.
- 3) Have the buyer(s) sign/initial the Seller's Disclosures and Lead Based Paint Disclosure. This must be included with offer
- 4) All blanks are filled in (use n/a if not applicable)
- 5) Provide a recent pre-approval letter from a lender (maximum 45 days from issue on letter) 6) A current Proof of funds if your offer is cash
- 7) Use an exact daily rate and total \$\$ held for occupancy
- 8) For FHA offers, include all FHA addendums
- 9) Print/type buyer's name on the purchase agreement
- 10) Make sure buyers have initialed/signed in all areas
- 11) Make sure the AGENT signs all forms needed to be signed, including agent ID#
- 12) No \$1,000 EMD will be accepted. Minimum EMD should be \$2,000

**NOTE:**

- 1) Owner's title policy will be ordered through **Sonic Title (313-221-8764) [orders@sonictitle.com](mailto:orders@sonictitle.com)**  
Home warranties will be ordered through our office only (if applicable)

If the buyer requests to use a title company other than the one used by Own It Realty for the Mortgage end, please specify which title company on the purchase agreement. Otherwise, it will be assumed that all title work (owner and mortgage policies) will be through Sonic Title.

Please submit all offers to [tc@ownit2020.com](mailto:tc@ownit2020.com) & Listing / Co Listing Agents



### OFFER COVER SHEET

Buyer(s) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Offer Amount: \_\_\_\_\_ Concession: \_\_\_\_\_ Net Price \_\_\_\_\_ Closing Date: \_\_\_\_\_

Transaction Type: CONV FHA CASH VA OTHER \_\_\_\_\_ Earnest Money

Deposit Amount: \_\_\_\_\_

Inspection Needed? YES NO Certificate of Occupancy: YES NO Who Provide: Items /Appliance Included:

\_\_\_\_\_ Contingencies (appraisal,

cont. on home selling etc): \_\_\_\_\_ Possession: At Closing OR Days after

Closing Occupancy Charge: Home Warranty: YES NO Paid by: \_\_\_\_\_ Transaction Fee Charged to

Buyer: \_\_\_\_\_ Marital Status: Married Single Current Address:

\_\_\_\_\_ Agent(s) Name:

\_\_\_\_\_ Cell: \_\_\_\_\_ Agent Email

Address: \_\_\_\_\_ Agent's

Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Agent

ID: \_\_\_\_\_ Office ID: \_\_\_\_\_ Loan

Officer/Company: \_\_\_\_\_ Loan

Officer Phone & Email: \_\_\_\_\_

Sellers Title Company: Julie P & Nena A - 313-221-8764 – [Orders@sonictitle.com](mailto:Orders@sonictitle.com)

Buyers Title Company (if not using seller's title): \_\_\_\_\_

Buyers Title Phone & Email \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

Please include the following documents along with this sheet and your offer:

- Offer Cover Sheet
- Purchase Agreement & Additional Addendums
- Pre-Approval Letter or Proof of Funds
- Sellers Disclosure and Lead Based Paint
- FHA/VA/CONDO addendum (if applicable)
- MLS Ticket

Own It Realty | 19855 W. Outer Drive STE 310W, Dearborn, MI 48124 | 313-395-0000

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