

Check Out This Unbelievable Document!

The Hearing Group would like to thank you for your offer on our listing. In order to provide the best possible process for our Sellers to consider all offers, these rules and guidelines must be followed or the offer WILL NOT be presented to them.

- 1) On your REO Offer Cover Sheet or in your Email (**we work solely by email, so make sure it's correct**), provide all of your current contact information AND your Broker's contact information, your Broker's Office code, your Realtor public ID number, and MLS number and address on which you are making the offer. Print the full name(s) of your buyers LEGIBLY. This is how they want it to appear on the Bank's Addenda. Include wiring verification # of escrow funds, if applicable.
- 2) Submit all offers to Bryan@TheHearingGroup.net or fax to 866-582-7775. Submit all offers on "FAR/BAR As-Is" contract. You MUST provide the purchase terms (conventional/FHA/Cash etc...). ** Buyer's Agent must determine if property is FHA/VA approved.
- 3) If your buyer is using FHA, you must send the completed FHA disclosure along with the contract, signed by you AND your buyer.
- 4) Prequalification letters (by Wells Fargo or Wachovia *unless otherwise noted in MLS) must accompany all offers or they won't be processed at all. **NO EXCEPTIONS!!** If a cash buyer, proof of funds must be sent along with contract. **NO EXCEPTIONS!!**
- 5) Escrow must be held at Keller Williams Real Estate Professionals. Contract addenda won't be effective UNTIL verification by Sellers that escrow has been made AND is held by their agent. **PLEASE BE CLEAR ABOUT THIS STEP-NO OTHER ESCROW AGENT COUNTS-ONLY KELLER WILLIAMS.** Hand delivery is best to hold up any delays, but if you must wire, the instructions are as follow:

Keller Williams Realty Professionals

3696 N. Federal Hwy suite 101

Ft. Lauderdale, FL 33308

Bank of America Acct. # 063000047 898001150970

- 6) We will notify you via email that we have received your offer. If you don't receive a notification from us during the business week within 2 days of receipt (* Sellers do no process offers over the weekend) then resend the offer. If something is missing from your packet, we will email you and let you know. **DO NOT CALL TO FOLLOW UP ON OFFERS!!!!** If your offer is accepted, you will be notified. Banks take a few days to consider their options. We cannot call them and ask them anything or negotiate once your offer has been submitted to them!!! Be patient- when we have an answer, we will notify you.
- 7) If there is more than one offer on the property, you will be notified by email (we won't call you, keep an eye on the emails) and be required to prepare the attached Multiple Offer Disclosure completely and return to our office by 5:00 pm the following business day for any further

consideration. Failure to return in allotted time negates your offer. **No Exceptions!!** ** Make sure that you are aware that you inform your client to give their Highest and Best offer. You may write on the first page of your previously submitted AS-IS contract with any changes as long as they are initialed by your buyer noting the change.

- 8) If the bank counters your offer, we will send you their counter offer (a scanned picture of their actual counter details from their website). You can accept the offer they send to you and email that acceptance back to us, or you can counter them. You may do this via email, **NO CALLS!!** You can counter on the scanned picture sent to you from their website and return to us via email.
- 9) If the bank accepts your offer, they produce a Sales Contract that supersedes the one you submitted. It becomes the effective contract and on it, you can make NO CHANGES. Anything that needs addressed must be written in a separate addendum created by the Buyer's Agent. All addenda are uploaded to the Seller's Website and they control all time periods for returning of uploads. Do Not Call to check to see if it is ready. When they upload it for us, you will get it very soon afterwards.

Please learn the process of submitting an offer on an REO property and the process that follows after the offer is submitted to the Seller. Remember, we work for the Seller and it is our job to answer to them directly. If you don't know the steps or procedures, ask your Broker or someone familiar with the process. Thank you.