



Seller's Offer Submission Instructions

- ✓ Send Offer as PDF files (see specifics below) to the Listing Agent: **Patty@SutherlandRealtyGroup.com**
- ✓ Text 978.844.6397 to request confirmation of receipt of offer.

- ✓ Please, no escalation clauses.
- ✓ Please, no buyer (personal or introduction) letter or photos.
- ✓ Anticipate that the Offer submitted will be considered as the "Buyer's Best".
- ✓ Complete Offer Packages will be shared with Seller as submitted. Incomplete Offer Packages will be returned with identification of what is missing (see specifics below). Offer deadline applies.
- ✓ Seller will NOT accept an offer prior to offer due date and time.
- ✓ In a competing offer scenario, Seller may choose to request "Best & Final" price and terms. Listing Agent will notify Buyer Agent(s) of how many offers were received and when to have the Best & Final price and terms emailed back. Amended paperwork is NOT required in the midst of this process. The Buyer Agent presenting the accepted price and terms will be asked to amend paperwork, if necessary.

- ✓ **Seller would prefer closing date of: No preference. Should be timely process toward closing.**
- ✓ **Offers are requested by or before: Monday, April 26 at 5:00 p.m.**
- ✓ **Seller will review and respond by or before: Wednesday, April 27 at 5 p.m.**

- ✓ Please email the Offer Package in a PDF in the following order:
 - Offer to Purchase
 - Contingency Addendum(s) to Offer to Purchase
 - Mortgage Pre-approval and/or Proof of Funds
 - Copy of Offer Deposit Check
 - Reminder: cover bank routing and account numbers
 - Make payable to: Keller Williams Realty Boston Northwest
 - Write property address on Memo Line of check
 - Upon Seller accepting an offer, deliver check to: 200 Baker Ave., Suite 205, Concord, MA 01742. If after/before office hours, there is a large silver lockbox beneath the streetlight in the 200 Baker Ave. parking lot for deposit check delivery. Receipt of the deposit check(s) will be confirmed via email. Receipt will bind the contract.
- ✓ Please include separate PDF in the same email containing additional documents made available on the MLS paperclip, which may include, and not be limited to:
 - MA Consumer Relationship Disclosure
 - Property Transfer Lead Paint Notification
 - Seller's Real Estate Information Form
 - Seller's Statement of Property Condition
 - Notice of Designated Agency (if applicable)

Thank you for your interest in this home! Please feel free call 978.844.6397 with any questions.