

OFFER SUBMISSION INSTRUCTIONS

Thank you for your interest in our listing! To create a smooth experience for all, please follow these instructions below. If there is a request for the highest price and best terms deadline, it will be noted in MLS and notifications sent through ShowingTime.

- Please email offers to mary.malone@cbrealty.com
- Subject line: **Offer – “Property Address” Your name and Company name**
- Please do not send any signing invitations via Dotloop or DocuSign. Once your Buyer has signed your contract download the documents as PDF and attach it to your offer email.

Sellers are requesting:

1. Signed contract (please fully complete form including license #'s and company info)
2. ALL DEPOSITS ARE DUE WITHIN 5 BUSINESS DAYS. Please use just the “First Deposit” line. Seller requests that inspections are not conducted until attorneys have deposits.
3. Executed disclosure(s).
4. Pre-approval from lender. Any cash offers, down payments, appraisal waivers and gaps must have proof of funds attached. Please redact any account numbers.
5. No personal letters or escalation clauses.
6. Please note any limits on inspections, appraisal waiver or appraisal gaps under additional contractual provisions

THANK YOU! PLEASE REACH OUT WITH ANY QUESTIONS VIA EMAIL, OR TEXT/CALL ME AT 908-797-6090.

Mary M. Malone, The Luxe Service Group at Coldwell Banker Realty