



COLDWELL BANKER
HEARTHSIDE

Office: 215-340-3500
Direct: 215-870-4101
www.MaryLouErk.com

Presentation of Offer

Thank you for your interest in my listing. If your client intends to submit an offer, please follow the guidelines below so the process can move efficiently for everyone. Contact me directly at marylou@marylouerk.com or 215-870-4101 (call/text) if you are preparing an offer.

Broker License #: RB050309C

License #: AB049608L

Offer Instructions

- Please use the most recent PAR Agreement of Sale.
- Use the sellers' names exactly as listed in Bright MLS, not public records.
- Initial deposit check to be received within 3 days of execution (not default 5 days).
- Use PAR forms and reference all addenda within the Agreement of Sale.
- If submitting a Settlement Contingency Addendum, attach:
 - Full Agreement of Sale with all addenda
 - Buyer Financial Information & Pre-Approval Letter or Proof of Funds

Please Include

- Seller Property Disclosure and Lead-Based Paint Disclosure (if applicable)
- Buyer Financial Information & Pre-Approval Letter or Proof of Funds
- Buyer's Estimated Closing Costs
- Deposit Money Notice

Submission & Response Time

Email the complete offer package to me and confirm that I have received. Please allow at least 2 days for a response. All offers will be presented promptly; however, the seller reserves the right to continue reviewing and negotiating offers until an agreement is fully executed and delivered.

Scheduling

Please coordinate all inspections, appraisals, pre-settlement walk-throughs, and closing availability directly with me prior to scheduling.

Thank you again for your interest. I look forward to working with you!

MARY LOU ERK
ASSOCIATE BROKER

ABR,CHLMS,CHMS,CNE,CRS,E-PRO,GRI,SRES