

## **Eric Feinberg Real Estate Group – Presentation of Offers**

Please follow the guidelines below to increase the ease in working together for our clients.

All offers received after 3pm on Friday may not be reviewed until 9:00 am on the next business day. Please allow 24 hours for a response on a weekday. We will communicate the offer to the sellers and respond back to you. To make sure we all have the same information and understand how best to work together, please make sure that all offers include the following paperwork and clauses:

- Buyer Signed Agreement of Sale (PAR) and any accompanying addenda relevant to the buyer's offer.
- Closing Cost Estimate Signed by the buyer(s).
- A Letter of Pre-approval Dated within the last 3 months or Proof of Funds (with any cash offer) with a copy of the Bank Statement and/or Letter from Bank on Bank Letterhead.
- Fully completed Buyer Financial Information Form
- Cooperating Broker's Compensation Form. If this is not included we will use a copy of the MLS listing as proof of the commission percentage.
- Copy of First Deposit Check
- Please do not have any contingency dates or settlement dates that would fall on the weekend or holiday. Please add the following clause to Special Clauses in all agreements: Shall any contract date fall on a weekend or holiday, that date is hereby extended to the next business day
- A signed Deposit money notice.