



## DOCUMENTS NEEDED TO WRITE AN OFFER

### **GLVAR FORMS: Sent to Listing Agent via Email**

- Duties Owed
- Residential Purchase Agreement
- Proof of Funds
- Credit Score
- Preapproval Letter (for exact purchase price written by lender)
- REALTY 220 In-House Addendum Packet

### **Other Possible Forms:**

- Addendum (often used when issue is not cited in RPA or cannot be explicated therein)
- Contingency of Sale
- Short Sale Disclosure
- Trust Disclosure
- Probate Disclosure

### **Pre-submittal:**

- Submitting an offer is the strongest form of negotiation. You, as the agent, should know the market (e.g, days on market, condition of home, other offers) to maximize utmost leverage.

Calling an agent to discuss price often means nothing. Put it in writing and go from there.

- The purchase agreement spells out the rights of each party and the transaction in its entirety. Always resort to it for clarity.
- Offers can be accepted after response time has lapsed but always strive to be timely. If negotiations prolong the time period by which either party has to respond, so be it; the offer is still good if they engage.

***\*\*\*Always check with your broker for any and all questions prior to submitting an offer.***