

## AGENT CHECKLIST

**Please review & complete form before sending an offer!**

Property Address: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Office Name: \_\_\_\_\_

Agent's Office Address: \_\_\_\_\_

Agent's Office Phone: (\_\_\_\_) \_\_\_\_\_, Cell Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_, Email address (required): \_\_\_\_\_

Buyer's Name(s): \_\_\_\_\_

Buyer's Phone Number (required): (\_\_\_\_) \_\_\_\_\_

Lender's Name: \_\_\_\_\_ Lender's Company: \_\_\_\_\_

Lender's Phone: (\_\_\_\_) \_\_\_\_\_ Lender's Email: \_\_\_\_\_

Type of Loan:  Conventional       FHA       VA       Other

**The following items must accompany all offers. Failure to do so may result in your offer being rejected outright:**

1. This form (filled out completely, no exceptions).
2. Residential Purchase Agreement (C.A.R. form RPA-CA).
3. Buyer's Inspection Advisory (C.A.R. form BIA).
4. REO Advisory (C.A.R. form REO)
5. Buyer's Agency (C.A.R. form AD-1) – Buyer's Agency to Buyer.
6. Pre-qualification letter from Jacob Van Sloten at Countrywide Home Loans. Jacob can be reached at (858) 678-1532 or via email at [jacob\\_van\\_sloten@countrywide.com](mailto:jacob_van_sloten@countrywide.com).
7. Copy of Buyer's good faith deposit check.
8. Proof of funds for down payment OR complete proof of funds if this is an all cash offer.

*RE/MAX Associates, The Don Pelletier Team  
4747 Morena Blvd. #200, San Diego, CA 92117  
(858) 272-600 office, (858) 272-1264 fax*

## **BANK OWNED PROPERTY PROCEDURES**

- **Follow Up:** Due to the amount of calls received, we ask that you **email** all questions regarding offers to Rebecca at [Rebecca@pelletierhomes.com](mailto:Rebecca@pelletierhomes.com). Please allow up to 12 business hours for a response.
- **Bank's Response Time:** Once your offer has been submitted to the Seller, please allow 24-72 hours for a response. The listing agent's office will contact the Buyer's Agent as soon as the Seller has responded. Once an offer has been accepted, the Buyer's Agent will receive the Seller Addendum via email. Once the Seller Addendum has been signed by the Buyer, and returned to the listing agent's office, please allow up to 1 week for a fully executed copy of the contract to be returned to the Buyer's Agent.
- **Addendum:** Please do not submit the Seller Addendum with your offer. The Seller will send the listing agent's office a completed Addendum upon acceptance of terms. The Addendum is located on the listing agent's website for viewing purposes only. Please visit [www.pelletierhomes.com](http://www.pelletierhomes.com) and click on "Bank Owned" to view Seller Addendum.
- **Escrow & Title:** Seller will select escrow and title.
- **AS-IS:** Property is being sold in AS-IS condition. Seller will not make any repairs.
- **Inspection Period:** Unless otherwise stated in Seller Addendum, Buyer has 10 days to complete all inspections. Buyer's silence within those 10 days is Buyer's acceptance of the property.
- **Utilities:** Utilities are on at the property and will remain on until closing. The listing office will terminate utilities in Seller's name upon recording. It is the Buyer's responsibility to have utilities turned back on in Buyer's name after closing.
- **Buyer's Per Diem:** In the event the Buyer does not close on time, due to a fault of the Buyer, Buyer will be charged a per diem. Per-diem amount will be stated in the Seller Addendum. Per-diem charge is typically \$150/day but can vary with each transaction.
- **Buyer's Failure to Close:** In the event the Buyer fails to close this transaction, Buyer's deposit will be retained by the Seller.
- **Multiple Offers:** In the event that multiple offers are received, Buyer's Agent will be sent a Multiple Offer Notification Form and the Seller will ask for the Buyer's highest and best offer.
- **Seller Disclosures:** Seller has no actual knowledge of the condition of the property since Seller has never occupied the property. Please review the REO Advisory for specifics on Seller exemptions.
- **Signs & Lockboxes:** Sign(s) and lockbox(s) will be removed by the listing agent's office within 7 days after close of escrow. Buyer may be

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