

SALES GUIDELINES

Initial Paperwork with Buyer – Meet Buyer before you preview houses.

1. Meet your Buyer to go over the Purchase Process.
2. Buyer can sign some initial forms at this meeting [AD-2, PRBS, SBSA, and County DDA].
3. Ask Buyer for **Pre-approval Letter** or **recommend a Lender**.
4. Tell Buyer you will need a **VOF [Verification of Funds]** when making offer.

Writing Offer – Zip Forms Packet: AD-2, PRBS, RPA, BIA & WFA.

1. Always **call the Listing Agent before writing the Offer**.
 1. Ask if the Property is still **available**.
 2. Ask if there are **any other offers**.
2. Pull new MLS Sheets for **comparable Properties**.
 1. Be more specific to the features of the home Buyer wants [age, square footage, stories, yard, location, etc.]
3. Present these criteria to the **Buyer** in order for them to **tell you** what **Offer price** will be.
 1. Remember to have the **Buyer tell you what they want to offer**.
 2. **You should not tell them**.
4. Complete the Purchase Offer Package of forms – AD-2 | PRBS | RPA | BIA | WFA
5. Send Offer to Listing Agent
 1. Include Pre-Approval Letter [Have Lender adjust loan amount to Offer price & have Lender state verification of funds.]
 2. Include VOF [401-K Statement, Savings, etc.]
6. There may be a counter offer – In sequence [Confirmation initial by last originator]
 1. SMCO [Seller Multiple Counter Offer]
 2. SCO [Seller Counter Offer]
 3. BCO [Buyer County Offer]
 4. ADM – Addendum(s) if applicable – In sequence.

Other considerations

1. RCSD – Representative Capacity Signature Disclosure [if a party is an entity]
2. AOAA – Assignment of Offer [if another Buyer is added during the Escrow].
3. RIPA – Residential-income property [if Buyer intends to use the Property for residential income].
4. PPA – Probate Purchase Agreement [also use Probate Advisory].
5. EMD – Earnest Money Deposit
 1. Buyer takes directly to title.
 2. If you get EMD check
 1. Agent has to make photocopy of EMD Check.
 2. Agent has to complete an EMD Deposit envelope with information.
 3. Agent has to make an entry in the Broker Trust Fund Log.
 4. Agent gives envelope with check in it to MCA to keep in a locked cabinet.
6. SSA – Short Sale Addendum | SSIA – Short Sale Information Advisory
7. REO [REO Advisory], PA [Probate Advisory], TA [Trust Advisory] as needed.
8. **FSBO – Seek assistance from broker or compliance Manager**. Additional forms needed:
 1. SNA [Seller Non-Agency]
 2. CA [Commission Agreement]

9. COP – Contingent on Sale of Buyer's Property
10. SPRP – Contingent on Seller Purchase of Replacement Property.
11. **SIP** – *Rent-back 29 days or less* | **RLAS** – *Rent-back 30 days or more*.