

## Buyer wants to make an offer

### Contact Marilyn

- 1) Set Expectations -discuss
  - a. the terms of the offer
  - b. multiple offers
  - c. buyer's availability during offer stage
- 2) Is buyer pre-approved for a mortgage? Get a copy of the pre-approval as soon as buyer is approved. Make sure they talk to Fran Patton with Prosperity Mortgage.
- 3) Start a loop using Buyer's name. Make sure they have already received a Consumer Notice and Buyer Agency Contract. **This should be done on the Buyer Consultation.**
- 4) Make sure Buyer receives a seller's disclosure form, review and sign it. Agent should review for missing information. Buyer should always review and sign disclosure before making an offer.
- 5) Send the buyer a Buyer's financial form to fill out. (Buyer should receive this right after buyer consultation). Create a CMA in MLS to help the buyer position their offer –send to buyer and discuss with them.
- 6) Contact listing agent –ask
  - a. Is the property still available?
  - b. Are there any offers in?
  - c. Has the seller ever received any offers?
  - d. What is the seller's preferred settlement date?
  - e. Is the seller buying another house? (You are looking for seller motivation)
- 7) Send buyer an estimate of closing costs prior to writing an offer