

ONLY Email or Mongo Fax to: BrysonTeamRealEstate@Gmail.com

No Faxes Will Be Accepted

ATTN: Bryson Team Listing Dept.

Today's Date: _____

Please do not submit an offer without all documents on the Offer Checklist!!

(Please note you need to sign your offer, use the most current win forms and attach all items below or your offer will be deleted per seller's request!)

OFFER CHECKLIST

- _____ Purchase Contract [Bank Requires: All Parties To Sign & Initial In All Places]
- _____ **Short Sale Addendum [SSA]
- _____ *FICO Scores [Credit Report Showing Credit Scores Black Out SSN]
- _____ Proof of Funds
- _____ *Income Documentation [Check Stubs or Taxes (1040's) or W2's]
- _____ *Pre-Qual Letter [Credit Scores Need To Be Provide Separately on credit report - See Above]
- _____ Copy of Deposit Check

* Not Needed If All Cash Offer – Please Do Not Forget Proof Of Funds!

** Not Needed If Standard Sale

Agent's Name:	
Agent's Company:	
Agent's Best #	
Agent's Fax #	
Agent's Email Address:	
Buyer's Name:	
Property Address:	
Offer Dated:	
Offer Amount:	
Closing Costs/Points:	
Deposit Amount:	
Down Payment:	

Please allow 24 business hours to log & review your offer.

For REO & Short Sale Properties: If you submit a complete package you will receive an email which will include a link to a webpage with your login & password info. You will be able to get updated on the status of your offer as often as you like and you can also share the login information with your clients. The Short Sale Department only updates via the web-site.

Please do not call or email on status or update on Short Sales, send offers more than 1 time, or send incomplete packages for they will be DELETED!

OFFICE USE ONLY:

Date Logged In: _____ **Offer has been received**
Team Member: _____

- ___ Sent Agent Log In Information
- ___ Uploaded to Doc Central
- ___ Entered Into System
- ___ Forwarded To Seller/Bank