

REO OFFER INSTRUCTIONS

Please review the following instructions for submitting an offer on a bank owned property. All must be submitted and complete in order to have your offer submitted to the bank. Incomplete offers will not be submitted.

Include this page as your cover page for your offer and indicate with check marks that you have reviewed each point and have included them in your offer.

EMAIL OFFER TO gbekmanis@cox.net OR you can FAX 760-281-5126. Please email me to let me know your offer is coming through. If you do not receive an email confirmation that I received within 24 hours of sending then call me (760) 445-0360 to verify offer receipt.

*****Buyer MAY need to pre-approve with our lender. That will be determined upon review of offer and buyers PreApproval letter.

NO EXCEPTIONS TO GUIDELINES

- 1) COMPLETELY FILL IN the Residential Purchase Agreement. _____ (DONE)
 - Ensure that all financing information is filled out correctly including the amount of down payment and deposit amount. _____ (DONE)
 - If you are asking for closing costs enter an amount (not a %) on line 2D. _____ (DONE)
 - Check the box if it an FHA or VA loan or state on line 2D that it is a conventional loan. Enter in all financing details on 2C – do not leave blank. _____ (DONE)
- 2) Copy of the DEPOSIT CHECK. _____ (DONE)
- 3) FICO Scores for all buyers on the contract. This should be a simple letter from the lender indicating the FICO scores (can be included on the PreApproval letter or it can be a separate letter from the lender (low, mid, high FICO's – all 3 must be included). _____ (DONE)
- 4) PROOF OF FUNDS (For Deposit, Down Payment and Closing Costs) – Needs to be a copy of a bank statement or statement from whatever financial institution that the money is coming from. _____ (DONE)
- 5) PREAPPROVAL LETTER (Not PreQualification letter) from a direct lender of your choice and the letter MUST STATE that they are a direct lender. _____ (DONE)
- 6) Buyer signed REO ADVISORY _____ (DONE)
- 7) 2 Agency Disclosures: Buyers agent to Buyer & Buyers Agent to Seller. _____ (DONE)
- 8) DO NOT INCLUDE A STATEWIDE, THAT WILL BE COMPLETED ONLY IF YOUR OFFER IS ACCEPTED
_____ (NO STATEWIDE IS INCLUDED)

AGENT NAME: _____ CELL PHONE: _____

ADDRESS: _____ FAX # _____

EMAIL: _____

BUYER NAME: _____

FINANCIAL INSTITUTION NAME: _____

FINANCIAL CONTACT PERSON: _____ PHONE: _____

FHA _____ VA _____ CONVENTIONAL _____ CASH _____