



Offer Guidelines and Checklist

Name: _____ File # _____

Address: _____

*****IMPORTANT PLEASE READ*****

Buyers Inspection: CapRelo does not ask or require you, as the listing agent, to collect a buyer's home inspection.

Disclosures: If, at any point during the home sale process, you become aware of any material fact that could impact a buyer's decision to proceed with the purchase or that would require CapRelo, as the seller, to disclose the information to a future buyer, you must notify CapRelo immediately.

- ✓ **This checklist must be included in the offer package**
 - ✓ **Present any and all qualified offers**
 - ✓ **The relocating employee MUST not sign or initial the offer. Verbal negotiations only on the terms**
 - ✓ **Contingent offers must be pre-approved and released of ALL contingencies except closing.**
- Complete documentation required. We do not accept offers contingent on buyers SELLING a home.**

Expiration Date must be 3 business days after the complete offer package is submitted. A CapRelo internal audit process must occur before the contract is signed.

Seller shows as "**Capital Relocation Services, LLC**" on all contract documents

Strike **Mediation** or **Arbitration** – and have the buyer initial the strike

Closing Date must not exceed 60 days from the offer date

Mortgage Loan Commitment must be within 10 days with no conditions except closing.

The **Inspection Period / Contingency** should not exceed 10 calendar days.

Option & Due Diligence periods: We do not agree to option periods or collect any option period funds. Any 'State required Due Diligence', enter zero -0- for the funds and the timeframe must match the inspection period - and should be removed on the same date as the inspection contingency.

Include the statement: "***The attached relocation addenda is part of the purchase agreement.***"

A **Pre- Approval letter** must be submitted with the contract and include the following data: current date, loan amount (to match COS), the property address, buyers names, all income, assets, credit and employment have been verified. **CASH offer**, please include **Proof of Funds** for the entire amount. ***NOTE* WE DO NOT ACCEPT PRE-QUALIFICATION LETTERS.**

A copy of the **Earnest Money** check or receipt of funds must be included (ACH or WIRE)

CapRelo Rider to Purchase Agreement is required and **dates entered** for both the CapRelo and any local/state Homeowner Disclosures. Each box on Page 2 should be initialed by the buyers and the last page must be signed. If applicable, any inspections require buyers' initials on each page.

Lead-Based Paint Risk Assessment required to be signed by the buyers – even if the home was built after 1978.



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- Title Order Confirmation** must be initialed by the **Listing Agent** and the **buyers**. **IMPORTANT:** Buyer may close with a different title company/closer, however CapRelo will not pay duplicate title order expenses.
- CapRelo Homeowner Disclosures** and **Local/State Disclosures** (completed by the transferring employee) must be signed by the buyers.