

## REALTOR® Taking the Offer & Negotiating the Contract

Property Address:

TASKS		Confirm
110	Receive and review all Offer to Purchase contracts submitted by buyers or buyers' agents.	
111	Evaluate offer(s) and prepare "net sheet" on each for owner to compare.	
112	Counsel seller on offers. Explain merits and weakness of each component of each offer.	
113	Contact buyers' agents to review buyer's qualifications and discuss offer.	
114	Fax/deliver Seller's Disclosure to buyer's agent or buyer upon request and prior to offer if possible.	
115	Confirm buyer is pre-qualified by calling loan officer.	
116	Obtain pre-qualification letter on buyer from loan officer.	
117	Negotiate all offers on seller's behalf, setting time limit for loan approval and closing date.	
118	Prepare and convey any counteroffers, acceptance or amendments to buyer's agent.	
119	Fax copies of contract and all addendums to closing attorney or title company.	
120	When Offer-to-Purchase contract is accepted and signed by seller, deliver to buyer's agent.	
121	Record and promptly deposit buyer's earnest money into escrow account.	
122	Disseminate "Under-Contract Showing Restrictions" as seller requests.	
123	Deliver copies of fully signed Offer to Purchase contract to seller.	
124	Fax/deliver copies of Offer to Purchase contract to selling agent.	
125	Fax copies of Offer to Purchase contract to lender.	
126	Provide copies of signed Offer to Purchase contract for office file.	
127	Advise seller in handling additional offers to purchase submitted between contract and closing.	
128	Change MLS status to "Sale Pending."	

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TASKS		Confirm
129	Update transaction management program to show "Sale Pending."	
130	Review buyer's credit report results — Advise seller of worst and best case scenarios.	
131	Provide credit report information to seller if property to be seller-financed.	
132	Assist buyer with obtaining financing and follow up as necessary.	
133	Coordinate with lender on discount points being locked in with dates.	
134	Deliver unrecorded property information to buyer.	
135	Order septic system inspection, if applicable.	
136	Receive and review septic system report and assess any impact on sale.	
137	Deliver copy of septic system inspection report to lender and buyer.	
138	Deliver well flow test report copies to lender, buyer and listing file.	
139	Verify termite inspection ordered.	
140	Verify mold inspection ordered, if required.	