

REALTOR® Checklist for Preparing an Offer

Property Address:

Tasks for Preparing an Offer		Done
1	Obtain the buyers pre-approval letter from their lender. The buyers offer will be more attractive to the seller if a preapproval letter is submitted at the same time.	
2	Ensure that the property is still available before spending any time preparing an offer. Even if your MLS indicates the listing is active, contact the listing agent to let them know that your client is considering making an offer. If it's off the market, let you buyer know immediately and promptly begin the search for a new home.	
3	Produce a Comparative Market Analysis (CMA) to educate and inform your buyers on the property.	
4	Contact the listing agent to build rapport and gather as much information about the seller and the property as you can.	
5	Find out how much the seller paid for the property and how much they still owe. If the sellers are underwater, the contract might turn out to be a short sale. This is public information in most areas.	
6	Ask questions of the listing agent to discover what's important to the seller. Find out their time frame and motivation for moving. This allows you to customize the buyer's offer to address the seller's most pressing needs.	
7	Inquire about the activity on the property, such as the number of showings and the time on the market.	
8	Obtain the seller's disclosure statement, which provides details on any physical problems with the property of which the seller is aware.	
9	Find out if there are or have been other offers. If so, what is their status or why did they fall through.	