

INSTRUCTIONS FOR PRESENTING AN OFFER

There are a few things that can make this process easier for you, for your client and for the Lister, the Broker and the Bank. You will find the Bank of America Addendum and Mold Addendum under Links. Have your client review, initial where necessary, sign and date and have the Addendums mirror our AAR contract exactly.

1. The Seller is Bank of America Home Loans - please put that in the AAR contract on Line 2.
2. Line 26 should have HOA Addendum checked. Line 27, Other should have – Bank of America Addendum, Bank of America Mold Addendum, AS IS Addendum, LSR or proof of funds. (Please note: you MUST have a Bank of America LSR with the contract. Your Buyer can use any lender they wish, but they must have a Bank of America loan officer's LSR. You can go to ANY Bank of America Loan Officer for that - if you do not know one, you can find a list under Links as well. (THE LSR NEEDS TO BE SIGNED BY THE BUYER). If this is a cash transaction, you must provide proof of funds with the contract. **CROSS OUT ANY ACCOUNT NUMBERS.**
3. Line 379 of AAR Contract should be Listing Agent/Holly Eslinger, Lister's MLS#, Exclusive Homes and Land, EXHL01, Line 380 should be 5402 E. Michelle Drive, Scottsdale 85254. Line 381. Lister's telephone # and Fax # and their e-mail address as it states on the listing.
4. Line 389 should read, Bank of America Home Loans.
5. On the HOA Addendum, Line F should have Buyer checked. BofA will not assume any of the costs for disclosure for HOA documents - this is stated in our listings.
6. The Bank of America Addendum must mirror the AAR contract exactly, i.e., terms, money down, etc. So any terms, any additional comments, etc. (such as Additional Terms and Conditions - should be the same) must be on both forms. Watch the Addendum because there are many places for initials, including the last page that has both a full signature and initials.
7. The Mold Addendum must be filled out with the Buyer's name, the date of the contract, etc.
8. The AS IS Addendum - the Seller is Bank of America Home Loans.
9. Make it a 45 day close of escrow for a financed transaction – 30 days for cash.

Once you have all the necessary forms initialed, signed, dated, etc. then PLEASE FAX TO THE LISTER IN THIS ORDER, WITH NO COVER SHEET:

1. The Countrywide Home Loan Addendum
2. The Mold Disclosure
3. The AAR Contract
4. The AAR "As Is Addendum"
5. The HOA Addendum
6. The one or two LSRs (signed by the Buyer) or Proof of Funds (**CROSS OUT ACCOUNT NUMBERS**)
7. Copy of the earnest money check made payable to First American Title. (**CROSS OUT ACCOUNT NUMBER**)

Response time for offer is 48 hours unless on a weekend. The Lister will provide you with any counters or acceptance from the Bank

Thank you for your interest in our property and for presenting your offer.

Exclusive Homes and Land