

INSTRUCTIONS FOR SUBMITTING SHORT SALE OFFERS

Thank you for your interest in our listing. Please note: Bank Negotiations for this Short Sale will be handled by Agent Client Connection LLC (841 North 900 West, Orem, Utah 84057 801-636-3637) and all communication with the Listing Agent or Agent Client Connection should be done through email whenever possible. Email is the fastest and most efficient way to communicate about your offer. Emails to Agent Client Connection will be acknowledged and answered within a few hours during weekdays. If you must call and we are unable to answer the phone, we will call you back in the next 24 hours. Our business hours are Mon-Fri from 9:00 AM to 5:30 PM.

Read this document completely before send in an offer.

All offers MUST be written and presented on the Utah REPC (Real Estate Purchase Contract) and Utah SHORT SALE ADDENDUM, and must include:

1. Prequalification letter from your buyer's lender on letterhead with all of lender's information, offer property address and loan amount.
2. For ALL offers, including cash offers a PROOF OF FUNDS statement must be submitted for the down payment amount. This includes, but not limited to, bank letter stating funds availability, bank statements, CD's, etc.
3. A copy of the Earnest Money check made out to the Buyers Brokerage or the Title Company.
4. Dates in Section 24 of the "REPC" and Section 8 of the "Short Sale Addendum" should be filled out the same and should be;
 - (A) Seller Disclosure Deadline - 3 Days after Third Party Approval
 - (B) Due Diligence Deadline - 10 Days after Third Party Approval
 - (C) Financing & Appraisal Deadline - 15 Days after Third Party Approval
 - (D) Settlement Deadline - 30 Days after Third Party Approval
5. You MUST put the current owners name as seller NOT "Owner of Record" and please do not leave it blank.
6. Lenders and Sellers WILL NOT pay for home warranties. Please DO NOT request for this to be paid by seller.
7. Offers need to be complete. This includes all dates and response times. Including but not limited to Section 24 of the REPC, Short Sale Addendum deadlines, Acceptance Deadlines Etc. Incomplete offers will be rejected.
8. ALL SIGNATURES MUST BE INK SIGNATURES! Banks WILL NOT accept digital signatures.

All negotiators for Agent Client Connection LLC are licensed Real Estate Agents in the State of Utah and are licensed with Keller Williams Westfield Real Estate.

This is not a legally binding document and any information contained within is not warranted by any and all parties involved in this transaction, including but not limited to Listing Agent, Listing Agent's Broker or Seller. FOR INFORMATIONAL PURPOSES ONLY