

Instructions for Submitting Offers to Homesteps/Freddie Mac

1. We track entry into our properties. All properties are on SUPRA lockbox. Codes for contractor boxes will not be given out.
2. Always check out [www. Homesteps.com](http://www.Homesteps.com) for any buyer or agent incentives or coupons **prior** to writing contract.
3. Prepare your offer on the GAR 2009 form. Due to copyright laws, we can no longer post contract packages on my website. There will be an "as-is" addenda that the seller will send once an offer is accepted. Your buyer will have time to review before signing a binding agreement.
4. **Your offer must include the financing contingency form along with any FHA or VA Addenda.**
5. Please check the notes on our listings in regards to financing. We list available financing. Most of our homes cannot be financed through VA or FHA without repairs.
6. **We will prepare the closing attorney instructions. The commission to Selling agency will be on FMLS and MLS plus any incentives that Homesteps/Freddie Mac is offering.**
7. The mandatory information sheet must be submitted with offer or it cannot be presented to the Seller.
8. Buyers are not required to finance through our lenders. However, a pre-qual letter from one of our approved lenders must be submitted with your offer. Approved lenders are on our website, www.beckyloar.com, under the mortgage broker link. If your buyer is not using one of our lenders, please submit a loan approval letter from their mortgage company.
9. When an offer is accepted, it is still subject to MI approval. The approval process typically takes 2-3 days from verbal acceptance. Once approved, the seller will send the contract addendum. Our office will write your final contract and send via e-mail. We will also call you to let you know your contract is ready.
10. We can accept a copy of a personal check as proof of earnest money deposit. A copy of the check needs to be included with your offer. Once we are under contract, we will ask you to change the personal check into certified funds. We will need you to give our office the certified funds when you return the signed contract.
11. Homesteps properties will always be identified in FMLS and MLS as the owner of the property.
12. Verbal negotiations are the only way the Seller communicates counters. We negotiate all offers via e-mail so there will be no discrepancy. Homesteps/Freddie Mac will not use GAR forms for counters. Your contact on communication and negotiations on all contracts will be Nicole Barthelmeus, the contract manager for The Becky Loar Group. Her e-mail is closingsblg@yahoo.com. Please fax all offers to 770-234-3995
13. **Due to high call and e-mail volume, we ask for your patience. We will contact you immediately if we have a response. If you don't hear from us, it is because we do not have an answer from the seller.**
14. All offers are presented to the Seller as back up if we are already negotiating an offer.
15. Most properties are receiving multi-offers. If we are in a multi-offer, you will receive notification from Nicole or Lisa Dillon, her assistant. ldillon@allpointsrealty.com. In this market and with list prices the lowest of my career, encourage your buyer to submit their highest and best offer as their initial offer.
16. **Utilities** are on in all properties except ones that cannot be turned on due to an issue such as missing plumbing or wiring. The water is often turned off at the street. You, your buyer or the inspector can turn it on for the inspection.
17. Our office hours are M-F, 9-5. We will return calls and emails on a limited basis during the weekend.
18. As the selling agent, you are asked that you email Nicole at closingsblg@yahoo.com, for the status of your buyer's loan EACH MONDAY.

Please FAX Original Offer to 770-234-3995

Becky Loar President
The Becky Loar Group

MANDATORY INFORMATION FORM FOR SUBMITTING CONTRACTS *please type*

(IF WE DO NOT HAVE THIS FORM COMPLETED WE CANNOT SUBMIT YOUR CONTRACT)

PURCHASER(S): PLEASE USE LEGAL NAME THAT WILL BE USED TO SIGN CONTRACT AND TAKE TITLE

1. _____

2. _____

PURCHASER PHONE: _____ WORK OR CELL _____

CURRENT ADDRESS: _____

CITY _____ ST _____ ZIP _____

PURCHASER IS BUYING THIS HOME TO: _____ LIVE IN, _____ AS AN INVESTMENT

PURCHASER IS A FIRST TIME BUYER: YES NO

PURCHER IS A LICENSED REAL ESTATE AGENT: YES NO

PURCHASER IS AN EMPLOYEE of Bank : YES NO

PURCHASER IS A BANK SUPPLIER OR CONTRACTOR: YES NO

PURCHASER IS THE PREVIOUS MORTGAGOR OR RELATIVE: YES NO

SELLING AGENT HAS THE SAME BROKER AS THE LISTING AGENT: YES NO

SELLING AGENT IS A FREDDIE MAC SUPPLIER OR CONTRACTOR: YES NO

SELLING AGENT: _____ OFFICE NAME _____

OFFICE ADDRESS: _____, _____, GA, _____

SELLING AGENT OFFICE PH: _____ CELL PH _____ EMAIL _____

LENDER COMPANY _____ LOAN OFFICER _____

ADDRESS: _____ CITY _____ GA _____

PHONE: _____ FAX _____ LOAN OFFICER EMAIL _____

BY SIGNING MY SIGNATURE, I ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND
AUTHORIZE THE LISTING AGENCY TO VERIFY THE PROGRESS OF MY LOAN AND OR APPLICATION:

_____ PURCHASER _____ SALES AGENT WITNESS

_____ PURCHASER _____ DATE



TO: THE BECKY LOAR GROUP, ERA Allpoints Realty.com

OfferforHomeSteps

Property: _____ (address)

From: _____, Agent/Realtor

(Please attach this as the front page of your offer and fax to (770-234-3995))

I have attached the following:

- Mandatory Information Form
- Pre-Qualification from 1 of 2 Pre-Approved Lenders
- My Own Pre-Qualification Letter
- Proof of funds from bank with name, but account number blacked out, if cash offer
- 2009 GAR form without any conditions and marked sold "as-is"
- Financing Contingency
- Method of payment other than cash
- If FHA or VA, the amount of lender required repairs that Buyer is asking Seller to pay for (this is not refundable at closing if lender does not call out any repairs)
- If Buyer is going FHA 203K Rehab loan, I have indicated it on the FHA addendum
- Closing Date to be 45-days from binding agreement date if financing through FHA
- I understand that if an offer is already submitted to seller, mine will be presented as a backup offer if first offer is not accepted.

Agent Direct Number: _____

Agent Email:

Lender Direct Number: _____