

Instructions for Submitting Offers to Homesteps/Freddie Mac

MUCH STRICTER GUIDELINES ARE IN EFFECT DUE TO STRINGENT LENDER REQUIREMENTS AUGUST 2010

1. We track entry into our properties. All properties are on SUPRA lockbox. Codes for contractor boxes will not be given out. Do not call for code for any reason- it will not be given out.

2. We are now using **AccuShow** to respond to your showing requests. It is updated daily many times per day to give you the correct status! They will ask you for your email address so that they may follow up along with the company that you are working with. Please be patient with this as this is helping us get correct prices and correct status to you in a timely fashion. Your input is greatly appreciated. You may call one number and speak to a live person from 9-9 M-F, 9am-8pm Sat; 9am-7pm Sun.

3. Always check out www.Homesteps.com, for any buyer or agent incentives or coupons prior to writing contract.

4. Prepare your offer on the GAR form.

5. Your offer must include the financing contingency form along with any FHA or VA Addenda. Your offer must include the **pre-approval letter with merged credit score** on Lender Letter Head- not a Word Document (that anyone can write up). If this is a cash sale- you must include proof of funds as an attachment (please black out account number but not name). A copy of the personal earnest money check must be included but will be voided upon contract acceptance- where a certified funds check will be required. At that time you will receive instructions.

6. 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 due to lender required repairs. Seller will not make repairs! I have agents argue with me on this, usually because they haven't been to house! Please review the demo on my front page – if something is wrong- it can go FHA 203B Period.

7. 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.

8. We are now using "DocuSign System" approved program from National Association of Realtors. Contracts can be signed within an hour and submitted to closing attorney- please follow instructions. Buyer must have an email or you will have to print and have them sign the normal way. The DocuSign system is a wonderful program as it takes them to the place that they must enter signature and keeps mistakes from happening.

9. The new buyer info form is so that we can enter your contract correctly into the Homesteps system. You can save it as "buyer info" on your PC and then type in it. That way we will not have as much trouble deciphering the name and email on the sheet.

10. 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.

11 Homesteps properties will always be identified in FMLS and MLS as the owner of the property.

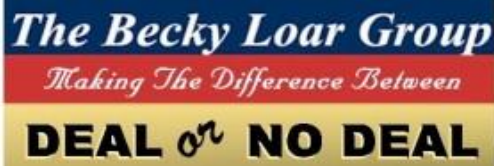
12 Verbal negotiations are the only way the Seller communicates counters. We negotiate all offers via e-mail so there will be no discrepancy. Homesteps/Freddie Mac will not use GAR forms for counters. Your contact on communication and negotiations on all contracts will be Nicole Barthelmeus, the contract manager for The Becky Loar Group. Her e-mail is clodingsblg@yahoo.com and copy beckyloar@bellsouth.net. Please fax all offers to **770-234-3995 DO NOT EMAIL INITIAL CONTRACTS.**

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. **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. Our office hours are M-F, 9-5. We will return calls and emails on a limited basis during the weekend. As the selling agent, you are asked that you email Lisa Dillon, Paralegal, for the status of your buyer's loan EACH MONDAY- ldillon@allpointsrealty.com

Please FAX Original Offer to 770-234-3995 Becky Loar, President The Becky Loar Group @ ERA Allpoints Realty 3274 Stone Mountain Highway, Snellville, GA 30078.



Information we need to present contract to Seller

Please download form to PC and type in spaces so we will enter correctly. Print and fax with contract

Name buyer will take title in / Buyer(s) Legal Name (Please Type)

- 1. _____ Email: _____
2. _____ Email _____

Agent Name: _____ Company _____

GA License # _____ Agent Email: _____

Agent Company: _____ COMPANY FMLS # _____ _NA

Agent Best Phone# _____ Agent Fax: _____

Buyer is approved for \$ _____ (AMT) ; Type of Loan _____

Loan Officer Name: _____ Email: _____

Loan Officer Phone: _____ Approval letter with credit score attached

Down payment Amount _____ Earnest Money Amount _____

This is a cash sale:

Proof of funds are attached

Buyer is: First Time Buyer Cash Buyer Investor Not First Time Buyer

Buyer is/was: Freddie Mac Agent-Broker/Contractor/Attorney Related to former mortgagor

Buyer and agent are aware that property is sold as is and has verified that the property will qualify for the loan designated on the contract. Purchaser may not make repairs prior to closing. Purchaser agrees to use a loan program that will allow purchaser to make repairs AFTER CLOSING IF APPRAISAL CALLS OUT REPAIRS AS A CONDITION. Purchaser and Agent allow the above information to be verified by the "The Becky Loar Group".

_____ Agent Signature

_____ Buyer Signature and Date

_____ Buyer Signature and Date

After form is filled out, agent and buyer to sign and attached to contract with required information.

FAX to: 770-234-3995 to insure we receive your offer. Please do not email.