

## INSTRUCTIONS FOR PROPOFFERS.COM

1. If you do not already have an account, set up an account at [www.propoffers.com](http://www.propoffers.com). Click on "Buyer Agent Registration" next to Forgot Password.
2. Login to your account
3. Input the property's address into the Property Search fields & Click "Go"
4. The property's link should appear. Click on the property address.
5. Click "Accept" after reading the Agreement regarding the Offer Management Fee of \$200.00 plus sales tax
6. Enter all offer details
7. Click "Save and Submit"
8. Please make sure to email the Listing Agent a copy of the buyer's offer as well including proof of funds

### Submitting Offers:

1. All offers and counteroffers must be submitted via PropOffers.com by the Buyer's Agent ONLY. The Listing Broker will not be involved in the negotiation process but will be notified when an offer has been submitted or accepted.
2. Buyer's Agent is to pay a \$200.00 Offer Management Fee, plus sales tax where applicable, at closing of any accepted offer.
3. DO NOT submit the contract package unless the offer is accepted.

### Accepted Offers:

1. Once an offer has been accepted you will be tasked with uploading the contract package in Pyramid.
2. The contract package must include the following:
  - a. Purchase Agreement signed by the Buyer
  - b. Addendum to Purchase Agreement
  - c. Copy of the Earnest Money Deposit
  - d. Proof of funds for ALL CASH offers
  - e. Pre-Approval from Lender