



OFFER CHECKLIST FORM

Please fully complete this form and attach use it as a cover page for your offer. Offers will not be reviewed until we have received all items below.

Submit offers via email to: Offers@ToniPatillo.com

Property Address: _____ City: _____

Buyer Name(s): _____

Offer Price: _____ Amount of Concessions Requested (if any): _____

Type of Financing: _____ Down Payment: _____

Buyer's Agent	Buyer's Lender
Name: _____	Name: _____
Company: _____	Company: _____
Address: _____	Address: _____
Office Phone: _____	Office Phone: _____
Cell Phone: _____	Cell Phone: _____
Fax Number: _____	Fax Number: _____
Email: _____	Email: _____

Agents - Please use the following checklist with your offer to ensure it is processed quickly.

	Website: www.TPAOffers.com was reviewed before writing the offer and all guidelines were followed.
	Please make sure all documents are legible and signed. Offers must be written on the most current CAR residential purchase contract
	Pre-approval letter from lender is attached and dated within past 30 days. (N/A for CASH OFFERS)
	Proof of funds to close is attached. (Most Recent Statements)
	Addendum 1 is attached (Either Cash or Financed) (Available for download at www.TPAOffers.com or included in this package)
	CAR Short Sale Addendum (SSA) is attached and filled out per the guidelines at TPAOffers.com
	Agent MUST sign the offer and include their license number and the office license number on page 8
	Buyer and buyer's agent understand that the buyer's 3% Deposit will be put into escrow within 3 days acceptance between the buyer and seller. (Not Upon Lender Approval)

Disclaimer Be advised that there are no guarantees that the seller or lienholder(s) will accept your offer even if the offer follows these guidelines

FINANCED ADDENDUM
(To Be Used with Offers Using A Loan)



The following terms and conditions are hereby incorporated in and made a part of the: Residential Purchase Agreement, Manufactured Home Purchase Agreement, Business Purchase Agreement, Residential Lease or Month-to-Month Rental Agreement, Vacant Land Purchase Agreement, Residential Income Property Purchase Agreement, Commercial Property Purchase Agreement, Other _____

dated _____, on property known as _____

in which _____ is referred to as ("Buyer/Tenant") and _____ is referred to as ("Seller/Landlord").

Buyer understands and agrees to the following:

- 1. 1D- Close of Escrow: Shall be dictated by Short Sale Approval Letter
2. 3A(1)- Initial Deposit: 3% OF THE PURCHASE PRICE TO BE DEPOSITED IN ESCROW W/IN 3 DAYS OF SELLER ACCEPTANCE, NO OFFER WILL BE SUBMITTED TO LIEN HOLDER WITHOUT DEPOSIT IN ESCROW.
3. 3J - Loan Terms: Buyer(s) must prequalify for a mortgage loan w/Mark Latini of Divita Home Finance - 949-279-5595 or Mark@divitahome.com.
4. Buyer agrees to commence all loan application processing upon Seller Acceptance, so that the only remaining task at the time of all lien holder's approval is the Appraisal.
5. (7)- Inspections & Reports: 7A(1), 7B(1), 7B(2)- Buyer to pay. 7C(1) & 7C(2)- Seller's Choice.
6. Property is sold in it's "AS-IS" condition, w/no repairs, credits, warranties, or guarantees
7. Buyer is responsible for Termite, Home Warranty, HOA Transfer Fees (if applicable), Delinquent HOA Dues (if applicable), and upfront documentation fees (i.e City Reports, HOA Docs(if applicable)). Buyer is not responsible for Delinquent Property Taxes
8. Buyer's Inspection Contingency to be removed 7 Days After receipt of all lien holder approvals. If Buyer is waiving Inspections, CAR Buyer's Inspection Waiver (BIW) form must be submitted with offer. All remaining contingencies (Loan, Appraisal, Reports/Disclosures, HOA(if applicable), Title, Short Sale Approval) to be removed 14 Days After receipt of all lien holder approvals. All contingency removals shall be passive removals. For "passive removal" of a contingency, no action is required by Buyer or Seller. The contingency is AUTOMATICALLY REMOVED with the passage of time.
9. All terms, conditions, and brokerage commissions are subject to any and all lien holder approvals and subject to the Seller's approval of any and all lien holder's terms.
10. CAR Short Sale Addendum (SSA) - 1A to be 60 Days
11. Notice to Buyer to Perform shall be 24 hours.
12. Items in this Addendum will supersede the CAR Residential Purchase Agreement

The foregoing terms and conditions are hereby agreed to, and the undersigned acknowledge receipt of a copy of this document.

Date _____ Date _____

Buyer/Tenant _____ Seller/Landlord _____

Buyer/Tenant _____ Seller/Landlord _____

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ADM REVISED 4/12 (PAGE 1 OF 1)

Reviewed by _____ Date _____



ADDENDUM (ADM PAGE 1 OF 1)

CASH ADDENDUM
(To Be Used with ALL CASH OFFERS)



The following terms and conditions are hereby incorporated in and made a part of the: Residential Purchase Agreement, Manufactured Home Purchase Agreement, Business Purchase Agreement, Residential Lease or Month-to-Month Rental Agreement, Vacant Land Purchase Agreement, Residential Income Property Purchase Agreement, Commercial Property Purchase Agreement, Other _____

dated _____, on property known as _____

in which _____ is referred to as ("Buyer/Tenant") and _____ is referred to as ("Seller/Landlord").

Buyer understands and agrees to the following:

1. 1D- Close of Escrow: Shall be dictated by Short Sale Approval Letter. If property is Vacant & Offer is CASH- Close of Escrow shall be within 14 days of Lien Holder Approval Date.

2. 3A(1)- Initial Deposit: 3% OF THE PURCHASE PRICE TO BE DEPOSITED IN ESCROW W/IN 3 DAYS OF SELLER ACCEPTANCE, NO OFFER WILL BE SUBMITTED TO LIEN HOLDER WITHOUT DEPOSIT IN ESCROW

3. (7)- Inspections & Reports: 7A(1), 7B(1), 7B(2)- Buyer to pay. 7C(1) & 7C(2)- Seller's Choice.

4. Property is sold in it's "AS-IS" condition, w/no repairs, credits, warranties, or guarantees

5. Buyer is responsible for Termite, Home Warranty, HOA Transfer Fees (if applicable), Delinquent HOA Dues (if applicable), and upfront documentation fees (i.e City Reports, HOA Docs(if applicable)). Buyer is not responsible for Delinquent Property Taxes.

6. Cash Offers will have No Loan and No Appraisal Contingency. Buyer's Inspection Contingency to be removed 7 Days After receipt of all lien holder approvals. If Buyer is waiving Inspections, CAR Buyer's Inspection Waiver (BIW) form must be submitted with offer All remaining contingencies (Reports/Disclosures, HOA(if applicable), Title, Short Sale Approval) to be removed 14 Days After receipt of all lien holder approvals.

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Date _____

Date _____

Buyer/Tenant _____

Seller/Landlord _____

Buyer/Tenant _____

Seller/Landlord _____

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Reviewed by _____ Date _____



ADDENDUM (ADM PAGE 1 OF 1)

Agent: _____ Phone: 310 482-2035 Fax: 310 482-2201 Prepared using zipForm® software
Broker: Toni Patillo & Associates

Keller Williams Santa Monica 2701 Ocean Park Blvd #140 Santa Monica, CA 90405