



## REO Disclosure

\*\*\* Please fill out and submit the **REO Offer Summary Sheet** found on the MLS with all offers. This is to ensure we have all the proper information to properly submit the offer \*\*\*

Please utilize email when at all possible. Email for contracts is [contracts@theagencydelivers.com](mailto:contracts@theagencydelivers.com). All other correspondence should be using [reo@theagencydelivers.com](mailto:reo@theagencydelivers.com). Email is the fastest way to get a response. Seller response times vary; there is no rhyme or reason to the amount of time it may take. Factors include clients servicing rights, mortgage insurance on the loan and the outsourcers' service compliance (level of authority).

Contracts are to be submitted in the actual buyer's name. Please note that assignment of contracts is **not allowed** and any contract submitted as "JOHN SMITH AND/OR ASSIGNS" will be rejected. If buyer is a Corporation or LLC a copy of the formation documents, certificate of good standing from the Secretary of State and any resolution for the entity stating what the powers of the entity are and who is authorized to act on behalf of the entity are required to be submitted with the offer.

**PLEASE NOTE THAT A CERTIFICATE OF GOOD STANDING IS NOT A PRINT SCREEN FROM THE SECRETARY OF STATE WEBSITE.** The cost for a Certificate of Good Standing is \$5.75 and can be paid by credit card & the certificate printed immediately for all Florida entities. If you need additional assistance with this process please contact the REO department. If buyer is purchasing property through their Trust, a copy of Trust Agreement must be submitted with the initial offer package. Pertinent pages are the first page showing the correct titling of the Trust, the page listing Trustee(s) and their powers, and the signature page showing the trust agreement has been acknowledged. The Seller may not agree to a change in the buyers name from an individual to an entity or to adding an additional buyer so please make sure the initial offer is made in the actual name that will be taking title.

When submitting a **cash** offer, please provide proof of funds for the buyer for the **full purchase price**. Proof of funds can be no more than 30 days old. Name on the proof of funds **must** match that of the Buyer on the contract. If offer is accepted and final agreed price is more than initial offer price be prepared to provide addition proof of funds for additional funds. Again, any offers submitted without the sufficient, acceptable proof of funds will be rejected by the seller.

All instructions for correct submission of offers and other pertinent information can be found within the Agent Notes on the MLS. Offers that do not include all required documentation listed in Agent Notes will **NOT** be submitted per seller request. **Do not** fax in pieces! This means don't send the pre-approval letter the next day. Send everything at one time please.

Agent and Buyer should be aware that REO transactions may at anytime during negotiations become a Multiple Offer Situation. **Please be aware that the Seller reserves the right to accept any offer of their choice regardless of the order in which they are received, countered, or presented.**

Inspection period for REO transactions begins when **verbal acceptance** is given to Agent. This is directly from the seller on how they view the inspection timeframe. Majority are 7-10 days, which is ample time. Some clients do not allow inspection contingencies. If not, Buyer(s) will have a period of time before the addendums are due back to complete inspections if needed.

Please plan for closing dates 45-60 days out for any government loans like FHA or VA and 35-40 days out for conventional loans. Cash deals should be a minimum of 21 days. If for any reason the seller does not like the closing date, they will counter. The goal is to keep from having to get closing date extensions, which take added time and resources. Try not to close the last week of the month if at all possible.

EMD – must be in “*certified funds*”. A lot of them are now being required to be wired to the sellers’ closing company. We must have the wiring confirmation to submit to the seller. For cash deals EMD should always be a minimum of 10% of the purchase price or \$1,000, whichever is greatest. Financing offers should always be a minimum of \$1,000. Be prepared to show proof of loan down payment.

Corporate sellers **do not** have prior surveys, appraisals, WDO reports, etc. and will not provide such to the buyer(s). These types of sellers have never occupied the properties and **will not** provide any seller disclosures pertaining to property condition. Get a home inspection if concerned to protect the buyer and the selling agent.

Once an offer has been accepted you will be sent the seller addendum for execution. **Please read the email that accompanies the addendum completely!** NOTE – THERE CAN BE NO REVISIONS MADE TO THE ADDENDUM AT ALL!! There is a 24 hr turn around for all addendums to be returned by selling agents to the REO Department *regardless* of what is stated in the addendums. Failure to adhere to this timeline may result in your offer being rejected by the seller.

**NOTE: Freddie Mac and Fannie Mae** will not pay deed doc stamps it will be the buyer’s responsibility.

All REO transactions are **subject to** senior management approval, mortgage insurance and/or investor review. No sale transaction is accepted until seller signs written contracts. The Seller must also confirm acceptance.

Buyer initials ( ) ( )

Seller addendums will usually follow seller acceptance and should be considered in a counter format when returned to Buyer(s) for signatures. Again, nothing is considered ‘accepted’ until you receive the Seller signed contract.

Buyer initials ( ) ( )

\* Please acknowledge by initialing above and signing below

Buyer : \_\_\_\_\_

Date: \_\_\_\_\_

Buyer : \_\_\_\_\_

Date: \_\_\_\_\_

Selling Agent: \_\_\_\_\_

Date: \_\_\_\_\_