



STEP 1: Find the Property

Visit www.theagencydelivers.com select the “*MAKE AN OFFER*” link at the top left of the page. Enter the house # and then click “SEARCH”. Select the “*MAKE OFFER*” option to the left of the listing.

Visit www.offerrunway.com - Locate the Property, Click “*MAKE OFFER*”

STEP 2: Submit Your Offer

PAY PARTICULAR ATTENTION TO THE FOLLOWING:

- **Agent information:** Be sure to enter your correct contact information, including your email address, so you receive notifications from us via Offer Runway
- **Buyer Information:** Make 100% sure your buyer information is spelled correctly. If you choose to enter your buyer(s) email address, then the buyer will be included in all system emails throughout the transaction
- **Offer Detail Information:** The details of the offer entered in Offer Runway must EXACTLY match the details of the offer package (loan type, amounts, dates, etc.).
- **Offer Documents:** You must upload a document for the offer to be submitted. Please upload the entire contract package here.

STEP 3: Work Offer through Offer Runway

After the offer is submitted, everything from this point will be worked through Offer Runway including all counters, rejections, and acceptance notices. The system will send communication emails throughout the entire contract process to you and your buyers if you choose.

** Visit the www.offerrunway.com FAQs for more info on how to search and submit an offer for a property.

NOTE: SELLER RESERVES THE RIGHT TO ACCEPT THE OFFER OF THEIR CHOICE REGARDLESS OF THE ORDER IN WHICH THEY ARE RECEIVED, COUNTER OFFERED OR PRESENTED IF A MULTIPLE OFFER SCENARIO ARISES. **VERBALLY ACCEPTED offers ARE NOT to be considered a final acceptance until receipt of seller-executed documents.** ALL correspondence regarding offers or contracts should be sent to **The Agency of Pensacola** using Offer Runway or emailed to contracts@theagencydelivers.com.