

Offer Instructions

When a buyer looks at your home, give them your version of this so they can make an offer.

Thank you for your interest in our home! We're excited to help you with the next steps We know that this process can be tricky and you may have some questions.

If you want us to clear up any questions or your just want to know more about the house or the area, email us anytime at 1357Maple@gmail.com or call/text us at (123) 456-7890.

Now...on to the good stuff: To initiate the offer process, please email us your answers to the questions here:

1. The price you wish to offer.
2. Type of financing you will be using (Conventional, FHA, VA, Cash).
3. Where are you in the financing process (Applied, pre-approved, etc.)?
4. What inspections would you like to do if any?
5. What appliances would you like to stay with the home?
6. What date would you like to close?
7. When would you like to take possession of the property?
8. Do you have a property to sell before you can buy this one?
9. If so, have you sold your home yet?
10. Anything else you think we should know?

Once we have this information, we can decide together how to take the next steps.

We look forward to working with you and as always, any questions you have—just ask.

Thanks!

(Your signature)

NOTES:

- If you have a listing agent helping you with the offer process, this is still a great idea, but you'll want to forward any emails you get with any offer terms to your agent. Then you and your agent can determine the best way to move forward with any buyers.
- Have your version of this document in paper form for the open house/showings and a PDF form to email anyone who looks at the property. People like and need clear instructions so don't be shy.
- If there are other questions you'd like to know before moving ahead with a buyer, feel free to include them, but know that what we listed above should be enough to help you sift through buyers, but not too much for potential buyers to share with you.
- Your feedback is welcome if you see ways to improve this form. Head to OhioMLSFlatFee.com and shout it out!!