

REO Offer Information Sheet & Buyers Agent Procedures

1 Appian Way, Ste. 716-2, South San Francisco, CA 94080

REO PROPERTY INFORMATION

This document was prepared to be an informative guide when writing an offer on a "Bank Owned" / REO (Real Estate Owned) Property. This property has been through the foreclosure process and Wachovia Mortgage, FSB a division of Wells Fargo Bank N.A. is now the owner and therefore the seller. Please review this document with your buyer prior to submitting an offer.

Please read carefully before contacting Listing agent – Cynthia Smith as you will likely find the answers to your questions in this 2 page information sheet.

DISCLOSURE PACKAGE Online: www.mydoccentral.com – please see MLS for access information.

Cynthia Smith - listing agent is notified by email as soon as Buyers agent accesses online disclosure package.

Please be sure to input the correct email address to receive ongoing updates as to the activity on the property in the first 2 weeks on the market. MLS STATUS IS CURRENT. Please see MLS private remarks for status updates.

REO DISCLOSURES - The seller is exempt from many of the disclosures you may expect in other transactions due to the fact that they have no knowledge of the condition of the property and are not legally required to provide them. For your confirmation you may wish to review the CAR-REO disclosure requirements

INSPECTIONS - The seller will not pay for or provide any inspections. As in any other sale, the buyer has the right to procure any inspections they deem necessary at their own expense during the contingency time frame set forth in the purchase agreement.

REPAIRS -The seller has completed and paid for the repairs/upgrades as outlined in the Contractors invoice provided in the disclosure package and will do no further repairs. The property is sold in its "As-Is" Condition.

OFFER

MUST be written on **CAR Residential CONTRACT - Revised 4/10!! No Exceptions.** Please make sure all signatures/ initials are present and all sections are completed appropriately.

Prior to writing an offer please be sure to perform a detailed walk thru with your client to review any areas of the home that may appear to have potential problems so that there will be limited surprises during inspections. Please also educate your buyer about the REO process and contract deadlines.

- **OFFERS WILL NOT BE REVIEWED WITHOUT ALL SIGNED DOCUMENTS NOTED IN PAGE 2**
- **NO Electronic Signatures** will be accepted.
- Buyers **MUST** be Pre-Approved and provide Pre-Approval Letter dated within the past 30 days. The buyer must commit to the lender providing the approval during the escrow period.
- **Proof of down payment funds to accompany the offer**
- **Title Company -Fidelity National Title Company**
177 Bovet Road, Suite 120, San Mateo CA 94402 - Escrow #9021722
Escrow Officer: Teresa Linnane - 650.638.9727/Fax. 650.638.9740
- **San Mateo County is customary for buyers to pay for Escrow and Title fees**
- **The bank will require 3% deposit in the form of a Cashier's Check to escrow within 24 hours**
- **Please note Wachovia will not agree to the Liquidated Damages or Arbitration Clauses**
- **Buyers Agent commission is 2.5% of the net sales price (contracted price less any credits)**
- **Please feel free to submit an offer at any time understanding that the bank will not respond to your offer until the property has been on the MLS for 7 days. (Some exceptions please see MLS Remarks)**
- **Please allow 5 additional business days for a response.**
- **All agents accessing the disclosure package will be notified of activity and expected offer deadline within the offer waiting time. MLS remarks will also be updated accordingly.**
- **Please be sure to send notification of intent to write an offer by email.**

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TIME FRAMES –

- If contingencies are necessary in your offer, please keep the Finance Contingency to 17 days or less and the Property Condition contingency to 7 days or less.
- Close of escrow to be no longer than 30 days, preferably less
Offers may be sent to Cynthia Smith anytime but will not be submitted to the seller until the 6th day on the MLS. (Some exceptions – see MLS remarks)
- Allow up to 5 business days for a response from the bank.
- Offers that are **non owner occupied** will not be countered until the property has been on the market for 14 days. In the event an owner occupied offer is acceptable by the seller/bank on the 7th day the bank will move forward to ratify. (Some exceptions – if noted offers anytime then this clause will be void)

COUNTER PROCESS – If your client's offer is considered the bank will issue a verbal counter offer by email At which time the buyer will have to provide personal information for a buyer screening – Name, Address and DOB Upon your clients acceptance a written counter will be issued.

Should you have any additional questions or concerns contact listing agent – Cynthia Smith by email to cynthia@apr.com. Please include cell / direct phone #'s.

When you are ready to submit your offer please submit the **documents as shown below by scanning To cynthiaoffers@gmail.com if you are unable to scan then please fax to 650-240-0313** a secure E fax that sends directly to a secure email. (Scanning is preferred for clarity) Please put Property name and buyers name in the subject line.

PLEASE SUBMIT DOCUMENTS IN THE FOLLOWING ORDER

**Please submit Part 1 and Part 2 in two separate email attachments/faxes at the same time
If documents are sent in more than 2 separate emails it may delay the process. Thank you.
Please remember offers cannot be reviewed unless all documents are submitted as together as requested.**

1st EMAIL/SCAN - PART 1 (or 1st Fax) No cover sheet is needed

- ___ REO CONTRACT SUMMARY
- ___ CAR PURCHASE CONTRACT
- ___ LOAN PRE-APPROVAL LETTER (must be dated within past 30 days)
- ___ AGENCY DISCLOSURE REGARDING AGENCY RELATIONSHIP
- ___ LISTING AGENTS TDS ADDENDUM – PAGES 1 & 2
- ___ DISCLOSURE PACKAGE COVER SHEET
- ___ LEAD-BASED PAINT DISCLOSURE
- ___ WATER HEATER/SMOKE DETECTOR COMPLIANCE DISCLOSURE
- ___ PROOF OF DOWN PAYMENT FUNDS

2nd EMAIL/SCAN - PART 2 (or 2nd Fax) Please send at the same time as Part 1

ADDITIONAL DISCLOSURE DOCUMENTS TO INCLUDE:

- ___ Agent to complete Selling Agents Visual Disclosure on TDS or separate AVID
- ___ ALL signature pages that are part of the disclosure package that have not been requested in Part 1.
(No need to include pages that do not require the buyer signatures)

Buyers to read and approve all documents in the Disclosure Package provided!

Please know that I truly appreciate your time and efforts taken to complete and submit the documentation as requested.