



## Instructions for Submitting an Offer

We appreciate that you or your client will be submitting an offer! We kindly request that you adhere, to the best of your ability, to the following instructions::

1. Offers must include the following:

- a. An **up to date pre-approval** (if financing is a contingency). If you're submitting a cash offer and including a proof of funds, please be sure to redact any sensitive account information before sending.
- b. Escrow: We are set up to use **DepositLink** for escrow deposits. Let us know if you'd prefer this method over the traditional check or wire transfer. If your client is writing a check, please include a photo **copy of a check** (w/ account and routing number redacted) w/ the offer. Make sure the property address + "offer deposit" is written on the memo line. Unless it's otherwise noted, please make the deposit check payable to: **"Gibson Sotheby's International Realty"**. Contact us directly for wiring instructions if needed.
- c. A buyer signed **TRID** form (if financing). Attached to both the MLS listing and the property website.
- d. If the property was built before 1978, **Agent AND Buyer signed Property Transfer Notification**. The form is attached to the MLS listing and property website. (Please be sure to fill out the Property Transfer properly by checking all appropriate boxes and initialing where necessary, or our office will make you do it again!).
- e. Buyer Signed **GSIR Wire Policy Notification Form**. This form is required from ALL buyers, regardless of whether they will be wiring funds at any point during the transaction.
- f. Buyer signed **ADDENDUM TO OFFER TO PURCHASE REGARDING BUILDING PERMITS AND THE BUYER'S DUE DILIGENCE**. This is also available for download on the property's MLS attachments.
- g. Buyer signed **MASSACHUSETTS MANDATORY RESIDENTIAL HOME INSPECTION DISCLOSURE**. This is also available for download on the property's MLS attachments.

2. If you're submitting electronically:

- a. Email offers to [team@bostonhometeam.com](mailto:team@bostonhometeam.com).
- b. Please **consolidate** all requisite pages into **ONE PDF document** if possible.
- c. Naming the PDF: Please include property address and buyer (or agent) last name to help us differentiate in the event that there are multiple offers.

3. **PLEASE BE SURE TO CONFIRM RECEIPT!!** If you do not receive an email confirmation from us, please call or text us at **617.249.4237** (this number reaches all our phones) to ensure that we have seen your offer. If we haven't confirmed receipt we have not seen your offer. Thanks again for your cooperation.

Sincerely,

The Boston Home Team