

Real Estate Offer Checklist for Sellers

Use new sheet for each new offer and new counter-offer, and final contract before signing

Quick Financial Summary:

Offer Price: \$ _____

Para 7H - \$ _____

Para 12(a)1B - \$ _____

Other: - \$ _____

Net Offer: \$ _____ = \$ _____ **below list price.**

Loan:

Down Pmt: _____ %

Dates and Timelines:

Closing Date: _____ = _____ days

Option Period: _____ days Option Fee: \$ _____

Other Items:

Loan:	Is pre-approval letter included with offer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 2D:	Are all exclusions, if any, written in? (blank if none)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 3:	Numbers add up right and in the right order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 4:	Correct loan amount and matched to para 3?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 5:	Earnest Money amount acceptable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 5:	Title Co. info correct/acceptable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 6A:	Correct Title Company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 6C1:	At least 7 days? Buyer box checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 6C1:	Do we have affidavit and survey in hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 6D:	Is this blank, or is whatever written ok?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 6E2:	Correct box checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 7B:	Is box 1 checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 7D:	Is box 1 checked or is box 2 acceptable wording?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 7H:	Is Home warranty amount acceptable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 9:	Closing date acceptable, not a weekend/holiday?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 10:	Is "upon closing and funding" box checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 11:	Is it blank, or language acceptable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 12(a)1B	Is the amount acceptable or blank?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 16:	Is mediation "will" box checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 21:	Is this complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 22:	Are all applicable boxes checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 23:	Is the amount and number of days acceptable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Para 24:	Signed by the necessary parties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Broker Page:	Is the commission amount correct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Broker Page:	Are all boxes properly checked and info complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Addendums and Related Paperwork:

Disclosure Notice:	Signed and initialed in all places?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Third Party Finance:	Amount matches, days ok?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
HOA Addendum:	Box A1 ok? Amount in para B ok? HOA name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lead Paint (b4 1979):	D2 checked, signed by all & agents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Non-Realty Items:	Items included are ok?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Septic Addendum:	Completed properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Intermediary:	Completed if other agent is KW?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Items marked "No" must be reviewed and either declared acceptable or corrected/changed in counter-offer.