

Accepted Offer Procedures

1. Paperwork is turned in to office. Paperwork is looked over to be sure of the following:

Earnest Money check is complete – make a copy for the file and fill out a deposit slip. Check must be deposited into our escrow account within three days.

A. Purchase Agreement

- Original form
- Signed by all parties
- Dated
- Every change initialed
- Earnest money documented
- Make a copy of the earnest money check
- Deposit earnest money check within two days

B. Agency Disclosure

- Original form
- Signed by all parties
- Dated
- Correct box is checked

C. Property Disclosure (if applicable)

- Original form
- Signed by all parties
- Dated

D. Lead Based Paint Disclosure (if applicable)

- Original form
- Signed by all parties and initialed
- Dated

E. Disclosure of Company Policies

- Original form
- Signed by all parties and initialed
- Dated

2. The status is changed from active to pending in MLS.
3. Closing Information Sheet, Purchase Agreement, Mortgage Release Authorization, and any addendums get faxed to the title company.
4. Agents are notified when the closing is set.
5. Closing packet is prepared, which consists of:
 - Utility Phone Number sheet
 - Earnest Money Release form
 - Earnest Money check

- Bank deposit slip for title company commission check to be deposited by agent
 - Information of when and where the closing will be
6. Paperwork is turned into the office within three days of closing. The following paperwork is required:
- Final Settlement Statement
 - Stamped bank deposit
 - Copy of the signed Earnest Money Release form
7. The status is changed from pending to sold in MLS.

Please call if you have any questions.

Kelley Knitz

www.ToledoAreaHomes.com

kellyknitz@gmail.com

Phone: 419-779-6229