



INSTRUCTIONS TO INPUT OFFERS

******TYPE IN BUYER(S) NAME AS THEY ARE GOING TO TAKE
TITLE**** MUST MATCH ON ALL PAGES OF PSA INCLUDING MIDDLE
INITIALS (IF ANY)******

1. go to www.jimcliffordrealty.com/offers.htm
2. Search for property (you can do this by typing house number and/or street or scroll through the list)
3. Click on “Make an Offer” button on right
4. Read Instructions. Some properties required pre-qual letters from specific lender. (buyer may finance with lender of choice)
5. Download any documents available under document list for your buyer’s information. Bank addendums will follow upon mutual agreement.
6. Click on “Continue to Offer Submission”
7. Input your offer information and upload PSA, Pre-qual and copy of EM or POF if Cash offer. If buyer is LLC we need the Articles of Incorporation.
8. Click on “Submit Offer”
9. Email confirmation will automatically be sent to you upon submission of your offer. If you don’t receive it check your spam/junk folder

Video Tutorial



<http://ebrokerhouse.com/videos/offersubmissions.mp4>

