

# REO INSTRUCTIONS – Form must be completely filled out, leaving items blank will slow down the submission Process...

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Buyers Full Name \_\_\_\_\_ Buyers Full Name \_\_\_\_\_  
Buyer Date of Birth? \_\_\_\_\_ Buyer Date Of Birth: \_\_\_\_\_  
Buyer Address: \_\_\_\_\_  
Corporation Name if purchasing by a corporation: \_\_\_\_\_  
Corporation Address: \_\_\_\_\_  
EMD Amount ? \_\_\_\_\_

EMD Checks Must be made out to and mailed to: ONLY AFTER YOUR OFFER IS ACCEPTED  
Long & Foster Real Estate, Inc.  
Attn: Linda Ritchie – 301-384-8700  
3901 National Drive, suite 170  
Burtonsville, MD 20866

Is buyer requesting a Home Inspection **Circle** YES OR NO?  
Is your buyer using an Affordable Housing Program? **Circle** YES OR NO?  
Has your buyer been pre-approved by Wells Fargo or Prosperity Mortgage? **Circle** YES OR NO?

**Call Mike Cooper at 301-655-3020 or 301-384-8700**

See agent remarks for lender contact info...(No offers will be submitted without pre-qualifying letter )  
Is your Proof of funds with your offer (cash offers)? \_\_\_\_\_

Offer Amount \_\_\_\_\_ Type of Financing? \_\_\_\_\_  
Buyer Financed Amt. \_\_\_\_\_ Closing Date: \_\_\_\_\_  
Offer Expiration Dt. \_\_\_\_\_ Seller Concessions \_\_\_\_\_  
Repairs \_\_\_\_\_ Home Owner Warranty \_\_\_\_\_  
Lender Required Repairs? \_\_\_\_\_ is buyer a Real Estate Agent? \_\_\_\_\_  
Is the Buyer a First Time Homebuyer? \_\_\_\_\_ Will the Buyer occupy the Home? \_\_\_\_\_

Agent Brokers Name: \_\_\_\_\_ Agent: Cell Phone # \_\_\_\_\_  
Buyer Agents Name \_\_\_\_\_ Email Address: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Office Phone Number: \_\_\_\_\_ Agent MRIS # \_\_\_\_\_

\*\*Please note if purchasing by a corporation you will need to supply the buyer information on this form of the person who has the authority to sign, and f the articles of the corporation with the acceptance of the contract.

**\*\*Banks are exempt from disclosure/disclaimer, properties are sold “as is” and inspections are for informational purposes only, Buyer responsible for all HOA documents and Resale Documents when purchasing this home**

### **OFFER SUBMISSION SCHEDULE REQUIRED BY THE BANK:**

- **Calendar Days 0-7:** No offers will be considered for the first 7 calendar days a home is listed.
- **Calendar Days 8-12:** We will consider offers on the property ONLY from NSP buyers, municipalities, non-profit organizations and owner-occupants.
- **Calendar Days 13+:** We will consider offers from all buyers.

Buyer signature \_\_\_\_\_

Please note\*\* You are not purchasing from a person, but from a BANK... It may take a few days to get the contract back because it goes through quality checks before it is signed. I cannot say when you will get it back but usually within 72 hours from getting it unless it is accepted on a weekend. Banks don't work weekends...

The best way to reach me is by email... [ConiOtto@yahoo.com](mailto:ConiOtto@yahoo.com)