

MLS OFFER INSTRUCTIONS

ALL BUYERS MUST COMPLETE THE ATTACHED BUYER QUESTIONNAIRE – PAGE 2

1. TREC Contract: CURRENT VERSION

- **Seller:** Fannie Mae
- **Earnest Money:** Cash Offers – 10% Financed Offers - \$1,000.00
- **Title Company:** Seller's Choice (Seller pays owner title policy/lender's title policy if buyer uses Seller's closing agent.)
- **Title Policy:** Seller's Expense (If buyer uses Seller's policy)
- **Survey:** Buyer's Expense – Must check box (2) - within 20 days. **Cash Sale – no survey required – leave box blank**
- **Objections:** Residential Use Only – AS IS with 3 Day Objection Period
- **Property Condition:** Seller is not required to furnish disclosures. Buyer accepts the property in its present condition.
- **Special Provisions:** “PURSUANT TO SECTION 28 OF THE REAL ESTATE PURCHASE ADDENDUM, THIS DOCUMENT IS SUBJECT TO ALL TERMS & CONDITIONS SET FORTH IN THE REAL ESTATE PURCHASE ADDENDUM.”
- **Notices:** MUST CONTAIN BUYER'S CONTACT INFORMATION – NO EXCEPTIONS
- **Termination Option:** \$ ZERO (Option Fee) for TEN Days
- **Broker Information:** Must contain all applicable information for Other Broker. USE BROKER'S LICENSE #

2. 3RD Party Financing Addendum For Credit Approval – Must correspond with Buyer's mortgage approval letter.

NOTE: This is for AMRE use only & is not included in the final contract package. Refer to REPA*, section 3.Financing.

3. Real Estate Purchasing Addendum (REPA*): (Sample available MLS listing attachment. Forms available at HomePath.com- Realtors Tab.)

4. OWNER OCCUPANT CERTIFICATION (Sample available MLS listing attachment.)

5. Supplement to Purchasing Addendum (when using Public Funds)

6. Mortgage Approval Letter – Must be current within last 30 days.

Buyer's name MUST match driver's license/passport on TREC and REPA contract.

7. Proof of Funds for Cash Offers - Bank Statement with current dates, name must match TREC contract.

All letters from financial institutions for proof of funds must be dated and have an authorized signature.

8. Copy of Earnest Money Check (payable to: Seller's Choice)

9. Copy of Driver's License, Passport or authorized identification.

10. We may request copy of a current lease agreement or landlord letter for Owner Occupant offers.

11. All Buyers MUST Complete AM Real Estate's "Buyer Questionnaire". (Copy available MLS listing attachment)

MAKE SURE BUYER'S NAME ON TREC CONTRACT AND REAL ESTATE PURCHASE ADDENDUM ARE THE EXACT WAY TITLE IS TO BE ISSUED – MUST MATCH IDENTIFICATION DOCUMENT.

READ "TIPS FOR SELLING AGENTS" for additional information. (Copy available MLS listing attachment)

If buyer is a corporation, Fannie Mae requires copy of their "Articles of Organization / Formation" document. Email required documents to patti@amrealestate.com along with Buyer's Questionnaire (attached).

**INVESTOR OFFERS CANNOT BE SUBMITTED DURING FIRST LOOK 20 DAY TIME PERIOD.
SEE HOMEPATH.COM FOR ADDITIONAL INFORMATION.**

A.M. Real Estate, Inc.
9320 Westview Drive, Suite 130, Houston, TX 77055
713-463-0078 phone / 713-463-0681 fax

Buyer Questionnaire

This document must be emailed to patti@amrealestate.com. ATTACH the buyer's mortgage prequalification letter OR proof of funds, etc. along with current government issued identification (driver's license, passport, ID)

HomePath REO # _____ MLS# _____

Property Address: _____

Buyer's Name(s): _____

Selling Agent: _____
Name, Phone #, Email

- 1) Buyer Status:
- | | |
|---|--|
| <input type="checkbox"/> First-time Buyer | <input type="checkbox"/> Investor |
| <input type="checkbox"/> Downsize Buyer (decreasing home sq. footage) | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Move-up Buyer (increasing home sq. footage) | <input type="checkbox"/> Other (_____) |

- 2) Buyer Currently: BUYER'S CURRENT ADDRESS:
- | | |
|---|-----------------------|
| <input type="checkbox"/> Rents | Street: _____ |
| <input type="checkbox"/> Lives with Relatives | City/State/Zip: _____ |
| <input type="checkbox"/> Owns current home | |
| <input type="checkbox"/> Other: _____ | |

- 3) Will Buyer occupy this property as primary residence?
 Yes No

- 4) If Buyer owns current home, please provide address, year purchased, square footage of home, & value.
- _____
- What will buyer do with the home if they purchase another residence?
- _____

- 5) Does Buyer own any other properties? If yes, please provide address(es) and how property is used (i.e, vacation home, rental property, etc.)
- _____
- _____

- 6) Has Buyer purchased a Fannie Mae owned property previously?
 Yes No

- 7) Is Buyer currently in the process of buying a different Fannie Mae owned property?
 Yes No

- 8) Does the Buyer currently have an offer pending on any other property / properties?
 Yes No

- 9) Date(s) Buyer's Agent showed property to Buyer(s): _____

NOTE: The following terms of a purchase contract MAY NOT be amended once the Seller has accepted an offer:
1) CANNOT ADD *additional buyer* 2) CANNOT change CASH to FINANCING.

These questions have been answered accurately and to the best of my knowledge. Agent & Buyer's Signature Required.

Buyer(s) Signature _____ Date _____

Agent Signature _____ Date _____