



## We Look Forward to Receiving Your Offer

**Please follow these guidelines below to ensure we have your full offer for consideration:**

1. Be sure your subject line states the address of the property.

Example email subject line: Offer / Offer to Purchase – 789 Acme Ln, Raleigh, NC

2. Please send only ONE EMAIL to the listing agent with all needed documents at one time as individual PDF attachments. Please do not send links or all documents as one attachment.

What to send so our Seller can consider each offer:

- Pre-Qualification/Proof of Funds letter
- 2T Offer to purchase – executed by Buyer(s)
- Due Diligence Date (No TBD's)
- Settlement Date (No TBD's or X days from acceptance)
- All Financial Information Filled in, so we have no confusion about financing
- MOGR – Executed by Buyer(s)
- RPD – Executed by Buyer(s)
- All Necessary Addendum(s) – Executed by Buyer(s)

3. **Please note:** The Listing Agent will acknowledge receipt of your offer via email. If you did not receive an email confirmation, please TEXT 336-638-1913. We want to make sure your offer was not overlooked and/or in our spam box.

**\*\*\*\* PLEASE SUBMIT YOUR BUYERS' BEST OFFER UPFRONT.  
AN OFFER DEADLINE MAY OR MAY NOT BE ANNOUNCED  
IF WE HAVE MULTIPLE OFFERS \*\*\*\***

Thank you! – CKG Realty