



BUYER OFFER QUESTIONNAIRE



3 Easy Steps to Submit an Offer:

1. **Questionnaire:** Please fill in the blanks below. I need this information to prepare your offer.
2. **Draft:** Once you send me this info, I'll prepare the documents and send a draft to check.
3. **E-sign:** Once everything is how you want it, let me know and I'll send you (and your spouse, if applicable) emails with a link to e-sign. The emails will come from ZipLogix Digital Ink.

Buyer's Info

- Full Legal Name(s) of Buyer 1: _____
- Full Legal Name(s) of Buyer 2: _____
- Email address of Buyer 2 for e-signing: _____
- Buyer's current physical mailing address _____
- Buyer's phone for Notices _____

Money

- Purchase Price \$ _____
- Cash Downpayment \$ _____
- Amount Financed \$ _____
- Earnest Money \$ _____ (1% of purchase price is customary)
- Seller concession to help with your closing costs ____ (usually \$0 when receiving rebate from me)
- Do you want the Seller for pay for a Home Warranty (aka Residential Service Contract)? _Y/N_ If Yes, what is the maximum seller will be responsible to pay? ____ (\$450 is customary for a 1-year warranty)
- Option/Termination Fee \$ ____ applied against purchase price at closing but nonrefundable if you terminate within the option period (\$20-25 per day is typical) {NOTE: once both parties sign the contract, you *must* pay this fee to the seller to terminate the contract }

HOA:

- Seller to provide HOA Docs (bylaws, covenants, Resale Certificate) within ____ days of signing (usually 10 days) *Note: you have 3 days after receipt of these documents to raise objections {6 days for Condo}
- Are you willing to pay the HOA Transfer fee? (usually \$150-250)? _____ (Customarily Buyer pays.)
- If Title requires more documents from HOA in addition to the bylaws, covenants, and resale certificate (e.g. Certificate of Compliance with deed restrictions), _____ (Buyer or Seller) will pay for these.

Due Diligence and Contingency Periods

- Length of "Option" Period for Inspection & Unrestricted Right to Terminate ____ days (5-10 days is customary, but sellers favor offers with shorter option periods)
- Survey to be provided by _____ (usually Seller on resale homes) within ____ days (usually 5) after contract is signed. If seller's survey is not acceptable to buyer's lender/title, new survey to be purchased by _____ (Buyer or Seller). {N/A for Condo}

- Contingency Period for Buyer to object to survey and title commitment: ___ days after receipt (3-5 days is customary). *Note: You should receive the title commitment from the title company within 20 days after contract is signed.

Financing:

- Do you want to include a financing contingency? _____(Y/N). A financing contingency you get out of the contract if you can't get approved for a loan with specified rate and terms within a specified contingency period.
- Loan Program: _____ (30y fixed, 15y fixed, 5/1 ARM, FHA, VA, etc)
- Contingency Period for Approval of Buyer(s) for proposed financing: ___ days (Consult with your lender. As a general rule, 25-30 days should be sufficient if you are prequalified but not pre-approved; and 15 days may be enough if you are already pre-approved)
- Maximum acceptable interest rate __%, Maximum acceptable origination fee __% (0.5% is typical). Note: it may be useful to indicate a rate *below* the rate you expect to qualify for, as the inability to get a loan at the specified rate is grounds to terminate the contract under the financing contingency.
- Please send me a Lender Pre-approval Letter to submit with the offer showing a loan amount that matches the amount of financing indicated in the contract.

Proof of funds for Cash Offer:

- Please send me a bank or brokerage statement(s), dated within the last 30 days, showing adequate balance to fund purchase price. You can black out the account # and other private info.

Title, Closing, Misc:

- Owner's Title Policy to be paid for by _____ (almost always by Seller) at closing
- Do you require a special endorsement to the Owner's Title Policy adding coverage for boundary line discrepancies not shown on survey? Y/N ___ ([More explanation](#)) {N/A for Condo} If so, are you willing to pay the additional cost for this amendment (5% of basic title insurance premium, but not less than \$50)? Y/N _____ (sellers do not usually like to pay for this amendment)
- Seller/listing agent prefers ___ Title Company, are you okay with their preferred title company? _____ (Seller usually picks title/escrow company when they are asked to pay for owner's title policy).
- {OR} Seller did not indicate a preferred Title Company. Do you have a preference? Y / N If so: _____ Title Company, _____ branch. If you don't have a preference either, I will pick one located near the property.
- Any non-realty items you want included with the sale (refrigerator, washer/dryer, etc)? _____
- Closing Date _____ (title companies only work Monday to Friday, no holidays). Please consult with your lender, if applicable, for how much time they need to close the loan.

For contingency to close on sale of current home:

- Do you want to include a contingency on the sale of your current home? Y/N.
- Do you already have an executed pending contract to sell your current home? Y/N
 - If so, please advise address and MLS# showing a pending contract, so seller can verify that there is bona fide pending sale
 - If so, please provide copy of buyer's lender preapproval.
- Date when you will waive the contingency or else give notice that you are terminating the contract _____ (typically the expected closing date on your current home).
- Do you want to offer the seller a right of first refusal provision to make the contingency on sale more palatable? Y/N.
 - If yes, then if/when seller receives a written offer from another buyer, you will have ___ days to waive your right to withdrawal, after which seller can sell to the other party instead.
 - To waive the contingency, you agree to deposit \$_____ in additional earnest money (consider \$500, but none required)