

Checklist to Prepare an Offer

- Obtain the buyer's preapproval letter from their lender.** Your client's offer will be more attractive to the seller if a preapproval letter is submitted at the same time.

- Produce a Comparative Market Analysis (CMA)** to educate and inform your buyers.

- Review the tax records** for information about pricing history.

- Ensure the property is still available** before spending any time preparing an offer. Even if your MLS indicates the listing is active, contact the listing agent to let them know that your client is considering making an offer. If it's off the market, let your buyer know immediately and promptly begin the search for another home.

- When speaking with the listing agent **build rapport and gather as much information about the seller and the property** as you can.

- Ask questions of the listing agent to discover what's important to the seller.** Find out their time frame and motivation for moving. This allows you to customize the buyer's offer to address the seller's most pressing needs.

- Inquire about the activity on the property**, such as the number of showings.

- Obtain a Seller's Disclosure Statement**, which provides details on any physical problems with the property of which the seller is aware.

- Find out if there are or have been other offers.** If so, what is their status or why did they fall through?