

Instructions for Writing a Relo Offer

Please be sure when an offer is made, the buyer is made aware this does take time, often several days if not diligent in getting all of the required docs in the list below. We are not open on the weekends or most holidays, and nothing will be signed after hours. My hours are Monday through Friday, 8:30am to 4:30pm CT.

The offer must include the following before Weichert will sign any Purchase Agreement:

- * Contract with Weichert Workforce Mobility Inc., listed as the seller. We cannot strike and initial a change to the name.
- * Contract must include, "See the attached Weichert Addendum to Purchase Agreement and Weichert Seller Disclosure Statements which hereby become part of this contract."
- * The closing date cannot be more than 60 days from the date the initial offer is fully executed, and the employee must be completely vacated at least two business days prior to our closing with the buyer.
- * Pre-approval letter that states full sale price and that credit, income, assets and down payment have been verified. Proof of funds for cash offers.
- * Copy of Earnest Money Check
- * Weichert Addendum to Purchase Agreement
- * Weichert No-Rep Disclosure Statement
- * State / Local Disclosures completed by Weichert with "No Representation"
- * SRED disclosure document
- * For any offer that is contingent on the CLOSE of a buyer's home, Weichert requires a copy of the Buyer's, Buyer's home-sale contract and mortgage pre-approval letter (this is in addition to the Buyer's mortgage pre-approval letter).

See the Addendum to Purchase Agreement for closing office information. All sales must be conducted by the Weichert appointed closing representative.