



## Offer Submission Instructions

The following instructions will help ensure a smooth experience. Our preferred method of receiving offers is EMAIL. However, faxed and hand delivered contracts are acceptable too. Contracts submitted via email should be submitted in PDF format. Please ensure the scanned documents are legible and the pages are in order

- ❖ **Offers:** must be submitted on FAR "AS IS" Residential Contract for Sale and Purchase, Residential Contract For Sale and Purchase, or FAR/BAR "AS IS" Residential Contract For Sale and Purchase with Proof of Funds or Pre-Approval. Please ensure use of the latest version of the contract.
- ❖ **Disclosure/Addenda:** submit all attached disclosures and addenda, signed by the buyer(s), including your Brokerage Relationship Disclosure. (Single Agent, Transaction Broker or No Brokerage Relationship)
  - If not on the MLS, please email us for them.
  - Please remember to enter the buyer's name on the necessary disclosure and addenda.
- ❖ **Financing:** please include a financing pre-qualification letter that indicates the approved amount and the financing program (conventional, FHA, VA, USDA, private, etc.) with the lender's contact information or a proof of funds. If the proof of funds is not in US Dollars, please include a currency calculation.

### OFFERS WILL NOT BE PRESENTED WITHOUT THE ABOVE DOCUMENTATION

- ❖ **Title Company to be Used:** Elevated Title Services, LLC  
2945 US Alt 19, Ste B, Palm Harbor, FL 34683  
(727) 712-3535 | Closings@ElevatedTitleServices.com
- ❖ **EMAIL Your Offer to:** [jason.dillon@jeffborham.com](mailto:jason.dillon@jeffborham.com) **AND** [offers@jeffborham.com](mailto:offers@jeffborham.com)
- ❖ **HAND-DELIVER Your Offer to:** 3689 Tampa Rd Suite 318, Oldsmar, FL 34677
- ❖ **FAX Your Offer to:** (727) 772-8820, Attn: Team Borham, Listings Manager

### OTHER IMPORTANT INFORMATION

**Listing Agent Information:** Jason Dillon | [jason.dillon@jeffborham.com](mailto:jason.dillon@jeffborham.com)  
(845) 537-7776

Thank you again. We look forward to the opportunity to work with you!