

Guidelines for Purchasing a Relocation Property

Provide this document to potential buyers and their agent.

This home is part of a relocation home sale program. Because of this circumstance, the sale of this home will involve a different process than the customary home sale process. To make the transaction seamless to everyone, our goal with this document is to share nuances in purchasing a relocation home and help you understand each step.

- We will review your *written* Purchase Agreement within three (3) business days. Please be sure offer expiration date is no sooner than three business days. All offers must be in writing. If a counteroffer is needed, it should be verbally negotiated.
- Purchase Agreements will be reviewed during standard business hours. When aware of an offer, it is our goal to be as accessible as possible, but we cannot guarantee that offers can be reviewed or negotiated during the evening, on weekends or over holidays. Please consult our listing agent to determine what to expect for a response time. Please know that we are aware of our responsibility to sell homes promptly and prudently!
- All disclosure information obtained by Relocation Today is accessible through the listing agent and will be provided to you for review. Please read all disclosure information; initial each page, sign the Relocation Today Addendum to Purchase Agreement and **submit all documentation with your offer.**
- A lender mortgage *pre-approval*, not pre-qualification, letter is required as part of your written Purchase Agreement. It is critical that we know you are approved to purchase the home. The letter must state that your credit, income and assets have been verified. Lastly, the terms of the approval letter must be consistent with the financing information in the Purchase Agreement.
- Because of the nature of this transaction, the offer cannot be contingent upon the sale of your current home. If your home is under contract, we can review that purchase agreement to determine if an offer contingent on that closing can be accepted.
- In many situations we are required to secure corporate approval prior to acceptance of an offer. Although we manage this process as efficiently as possible, on occasion it may take extra time for an acceptance to be finalized. Your patience while we take this additional step is appreciated.
- Upon signed acceptance of the Purchase Agreement, all requested changes to the contract must be submitted in writing and go through the appropriate approval process.
- As is customary, you may have a final walk-through of the property with your agent. Every effort should be made to complete the walk-thru 48 hours prior to closing but understand there are times it may occur the day before closing. Please keep in mind that *no repair issues or final negotiations will be addressed on the day of closing.*

Thank you for your interest in this property.