



# Reservation/Offer Worksheet

Agent Name \_\_\_\_\_ DRE# \_\_\_\_\_

Company Name \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Buyer's Name \_\_\_\_\_

Buyer's Phone \_\_\_\_\_

Buyer's Email Address \_\_\_\_\_

Buyer's Address \_\_\_\_\_

Offer is Owner Occupied?  Investment Property?  \_\_\_\_\_

Sales Price \$ \_\_\_\_\_ Initial Deposit Amount (3%) \_\_\_\_\_

Subject Property Address \_\_\_\_\_ Lot # \_\_\_\_\_

Total Down Payment Amount \_\_\_\_\_ Percentage % \_\_\_\_\_

First Loan Amount \_\_\_\_\_ Second Loan Amount \_\_\_\_\_

Closing Date (COE) \_\_\_\_\_ As Is Offer?

Loan Contingency \_\_\_\_\_ Inspection Contingency \_\_\_\_\_ Appraisal Contingency \_\_\_\_\_  
(# OF DAYS) (# OF DAYS) (# OF DAYS)

Builder Pay Home Warranty?

Builder's Credit for Closing Costs \_\_\_\_\_

Special Conditions \_\_\_\_\_

Lender's Company Name \_\_\_\_\_ Loan Officer Name \_\_\_\_\_

Lender's Phone \_\_\_\_\_

Lender's Email \_\_\_\_\_

*\*This offer is non-binding and the full deposit is refundable until the builder purchase agreement is fully executed by both parties.*

## What is Needed to Submit an Offer

- Offer Worksheet and 3% Initial Deposit (EMD) wire to escrow within 3 days of Acceptance.
- Lender Pre-Approval Letter and Proof of Funds
- All disclosures to be read and signed within 3 days of Acceptance.

Buyer \_\_\_\_\_ Buyer \_\_\_\_\_

Date \_\_\_\_\_

Submit Offer To:

**MARK MARQUEZ**

DRE# 01232386

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