Allegiance℠
Government Relocation
A Weichert Workforce Mobility Company

Offer Submission Instructions

Property Address:

- Offers should be presented to the homeowner first for negotiation. If acceptable to the homeowner, please send to Allegiance for review. We will only review the offer that the homeowner would like to accept.

- Offers sent to Allegiance must list **Allegiance Government Relocation** as Seller. If the seller is listed as anyone other than Allegiance, the contract must be re-written.

- Offers must include the **Allegiance contract addendum**, **a copy of EMD check** (if not wired) and **lender letter**. If cash offer, current proof of funds must be included. Offers should be faxed or sent as an unlocked PDF attachment by email.

  The lender must meet the following conditions:

  1. The letter must be printed on official letterhead and signed.
  2. The lender must note that the **credit has been checked and income/assets verified**. Letters based on information given by the purchaser are *NOT* acceptable.
  3. The letter must state that the loan is not contingent on a home sale.
  4. The letter must reference a purchase price equal to or above the contract price.
  5. The letter must indicate the amount and type of the loan. The amount can be noted as loan amount, percent down, or loan to value.
  6. The letter should include the lenders contact information for verification by Allegiance

- Please do not order HOA resale documents until there is a ratified contract. Please email the HOA documents to Allegiance when received.

- We cannot accept a contract contingent on the buyer's home selling. We can review contracts contingent on the buyer's home closing, if under contract. If under contract, please send a copy of the contract and lender for the buyer's home as well.

- The **Allegiance Contract Addendum and (SRED) disclosure form** must be completed and signed by purchaser. The purchaser should also initial on the **SRED form** acknowledging receipt of each disclosure/inspection. The purchaser **does not need to sign/initial on the inspection reports or property condition disclosures**. The property condition disclosures should be signed by Allegiance as the buyer.

- Inspections should not be conducted until the purchase agreement has been ratified.

- Please do not order title or open escrow. You will receive contact information for the seller's assigned title and closing office. Our closing office will coordinate settlement between Allegiance and the buyer**. Please note that the closing office can not approve closing date changes. Any request to amend the closing date has to be approved by Allegiance with advance notice.**

I have read and understand the preceding offer submission instructions.

Listing Agent Signature: _____ Date: _____