

Thank you for your interest in our listing at

We know how overwhelming multiple offers can be so **we will strive to minimize the stress** for all parties involved. In an effort to ensure a **smoother process and full transparency**, we disclose the following:

Offers to be presented at the following date and time

- By email to _____ no later than _____
 In person at _____ no later than _____

To keep the timing and offer process streamlined, please focus in-person presentations to price, deposit, closing date, conditions, chattels/fixtures that are included or excluded and any additional pertinent offer information.

- The total number of registered offers at this moment is _____
- The number of offers with buyers working directly with the listing agent is _____
- The number of offers with multiple representation on the cooperating side is _____ and the brokerage name _____

Offers to be presented in the following order:

- In order of offer receipt
 Other: _____

Commission Reductions:

- Are not permitted (buyer agents can rebate their clients instead)
 Are permitted but none exist
 The following commission reduction(s) exist: _____

Deposit requirements, special instructions or additional comments:

Please note and advise your buyer client(s) that once all offers have been presented, the seller may opt to:

- Accept the highest price, or whatever they consider to be the best offer, without further opportunities for others.
- Narrow down the top offers and send those back for improvement while rejecting the rest.
- Send all offers back for improvement (This may occur more than once and your buyer client can refuse to improve. In this case, the existing offer still remains for seller consideration and acceptance within the irrevocable time allotted).
- Choose to negotiate with only one of the Buyers.
- Refuse to sell altogether (rarely occurs but always a possibility).

Compliance and General Reminders:

- Please do not ask questions that will require us to divulge details of other offers.
- The seller has the right to change their direction on any of the instructions provided in this process. We counsel sellers to keep this to a minimum and will advise of changes promptly.
- Remind your buyer client(s) that if they have the winning offer, it is a legally binding contract. They must fulfill conditions (if any) in good faith. Firm deals are final so the seller is not obligated to permit changes to any of the agreed upon terms. If your offer is firm, strongly consider using a form 127 that confirms the buyer has been made aware of, and understands the potential risks involved when not including conditions. This protects all parties involved.
- When notified that a final offer has been accepted, please do not come back to offer more. Give your best offer early in the process.

We sincerely appreciate everyone's time and patience.

Listing Agent Name(s):

Phone Number:

Email Address: