



Offer Submission Checklist

The following documents are the minimum requirement when submitting an offer:

- 1) Fax Cover Sheet
- 2) Cover letter
- 3) Disclosure Regarding RE Agency Relationships
- 4) A copy of the deposit check and agent's business card
- 5) Pre-Approved Certificate
- 6) Purchase Contract (RPA-CA form, 8 pages)
- 7) Wood Destroying Pest Inspection Addendum
- 8) Buyer's Inspection Advisory (BIA)
- 9) Cooperating Broker Compensation Agreement (CBC)
- 10) As-Is Addendum ***** Only use for an AS-IS purchase *****

Note: Submitting original document whenever possible!