Kevin Bartlett, Broker/Owner
9148 Bonita Beach Rd SE, Ste 203
Bonita Springs, FL 34135
Office 239.977.5642 · KnowledgeBaseFL.com

OFFER SUBMISSION GUIDELINES

REQUIRED DOCUMENTS & REQUESTED TERMS

ATTACH TO EVERY OFFER

- ✓ Completed Transaction Cover Sheet (below)
- ✓ Proof of Funds (cash) or Preapproval Letter (financed)
- ✓ Flood Insurance Disclosure, if applicable
- ✓ Signed Seller's Disclosure

REQUESTED OFFER TERMS

Time for Acceptance	Minimum 1 business day
Loan Approval	Within 21 days of Effective Date
Inspection Period	10 days maximum
Appraisal Contingency	Within 21 days of Effective Date
Escrow & Closing Agent	Per MLS settlement agent

SUBMIT OFFERS TO **Office@KnowledgeBaseFL.com / Admin@KnowledgeBaseFL.com**

Offers received after business hours, on weekends, or on holidays will be reviewed the next business day. Buyer agents should independently verify all listing information.

TRANSACTION COVER SHEET

Property Address _____ **MLS #** _____

LISTING SIDE

Listing Agent _____
Agent Phone / Email _____
Seller Name(s) _____
Seller Phone _____
Seller Email _____
Title Company _____
Lender _____
Commission _____
Processing Fee _____
Mail Check To _____
Effective Date _____
Escrow Deposit Due _____
Inspection Ends _____
Loan Commitment _____
Closing Date _____

SELLING SIDE

Selling Agent _____
Agent Phone / Email _____
Buyer Name(s) _____
Buyer Phone _____
Buyer Email _____
Title Company _____
Lender _____
Commission _____
Processing Fee _____
Mail Check To _____
Effective Date _____
Escrow Deposit Due _____
Inspection Ends _____
Loan Commitment _____
Closing Date _____