

## **What Paperwork Do I Need to Make an Offer?**

Once you decide to make an “offer”, your sales agent will work with you to define the paperwork for your custom offer. In general, you will need the following items to be completed:

- **Personal Information** - Full Name, Mailing Address, Birth Date and Social Security number. You can use our [Client Information Sheet](#) to complete this information.
- **Personal Identification** – your drivers’ license or passport will work
- **Pre-Approval Letter** – a letter from your lender that will show the limit of your mortgage, the type of loan (fixed, adjustable, VA, etc), term/length and the interest rate.
- **Bank Statements** – your last 2 months of your bank statements that show the balances in your checking and savings accounts.
- **Earnest Money Deposit** – this is a check made out to the title company and shared with your agent for presentation with your offer. Once your Offer is accepted this check will be deposited with the Escrow agent within 3 days after acceptance.

Make copies and scan or fax a copy to your sales agent. They will keep them on file to use when you are ready make offers. All paperwork will need to be refreshed every 30 days.

Want to check your credit score? Try [www.CreditKarma.com](http://www.CreditKarma.com)