



OFFER ACKNOWLEDGMENT & REGISTRATION FORM

If offer is to be presented complete Part A, B and C

If offer is to be registered as a backup complete Part A and C only

Agent Name: _____ Cooperating Office: _____

Agent Email Address _____

A Office Phone: _____ Office Fax: _____

The following offer is being made on the property located at:

Address: _____ ML# _____

Listing Broker _____ Phone _____ Fax _____

- B**
- 1) Purchase Price \$ _____
 - 2) Good Faith Deposit \$ _____
 - 3) Down Payment \$ _____
 - 4) Subject to a Mortgage \$ _____
 - 5) Cash on Closing \$ _____

Additional Terms and Conditions: _____

In signing this form, Sellers are not accepting or rejecting this offer.

I/We _____ Homeowner (s) acknowledge that Listing Broker/Agent
(Print Seller's Name)

_____ has presented the above offer on our property.
(Print Listing Broker/Agent Name)

Acknowledgment of Offer by Seller/s _____
(Seller's Signature) Date

C

If offer is not presented or accepted pursuant to Rule# 703.1, is offer to be registered as a backup offer?
Yes _____ No _____

Listing Broker must notify those with registered backup offers immediately if original deal falls through.

Form Received by _____
Name Listing Office Date

Instructions For Use of Offer Acknowledgment Form

If the Listing Broker provides written instructions from the owner that the Cooperating Broker not be present when an offer is presented Offer Acknowledgment Form should be used as follows:

- 1) Cooperating Broker completes Offer Acknowledgment Form.
- 2) The Cooperating Broker shall submit Offer Acknowledgment Form, along with the offer, to the Listing Broker who shall deliver the form to the owner. The Listing Broker shall request the owner to sign and Listing Broker shall return the signed form to the Cooperating Broker.
- 3) If the owner refuses or is unable to sign the Offer Acknowledgment Form the Listing Broker must either forward to the Cooperating Broker an email from the owner verifying the knowledge of the offer or sign the Declaration Statement stating the offer was presented to the owner. (the Sworn Declaration of Offer Presentation is on Documents on Demand in the MLS Forms section)
- 4) Either the signed Offer Acknowledgment Form or the Declaration Statement must be returned to the Cooperating Broker within 2 hours after the offer was presented to the seller. (refer to rule 703.7 and Board of Director Interpretation of Rule 302 in back of Rule Book)
- 5) If said forms are not returned to the Cooperating Broker within the specified time Cooperating Broker may contact the Zone Chairperson or Director for assistance. Reminder: The Zone Chairperson or Director only takes calls from the Broker or Manager of the office.