

Jacqueline Toledo
Realtor® | Team Owner
Cell: (813) 810-5794
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Jacqueline@TheToledoTeam.com
www.thetoledoteam.com

THE TOLEDO TEAM
HELPING YOU PLANT YOUR ROOTS
kw TAMPA PROPERTIES KELLERWILLIAMS.
5020 W Linebaugh Ave, Ste 100, Tampa, FL 33624
www.tampaproperties.kw.com

Thank you for your hard work in presenting our listing and submitting an offer.
We appreciate your efforts and interest in the property.

SUBMITTING AN OFFER:

- **Call or text the listing agent letting her know you're sending an offer.**
- **Offers are presented between 8:00 AM and 5:00 PM Monday to Friday.**
- **Please allow one (1) full business day for offer to be reviewed.**
- **Listing Agent will confirm when the offer has been presented.**

SUBMISSION CHECKLIST:

- **Contract:**
  - The latest version of the FAR/BAR "AS IS" or the regular FAR/BAR Residential Contract depending on what is stated in the MLS.
  - Please write the full names of the buyer(s) and not owner of record. Also indicate your name and agency name on the contract. Also, be sure to include the listing agent's name (Jacqueline Toledo, LLC.) and company name (Keller Williams Tampa Properties).
- **Financing:**
  - If buyer(s) are obtaining FHA/VA financing, please attach all required disclosures and addenda (CR-5x Letter E: FHA/VA Financing) signed by the buyer(s).
  - Buyer(s) pre-approval letter or proof of funds if this is a cash transaction.
- **Disclosures:**
  - Signed Sellers Property Disclosure
  - Signed Flood Disclosure
  - Signed Lead-based Paint Disclosure (if applicable)
  - Signed HOA or Condo Disclosure/Rider
  - Your Agency Disclosure (Single Agent or Transaction Broker – on a form or in an email)

Email offer to both emails: jacqueline@TheToledoTeam.com & transactions@TheToledoTeam.com on all correspondence.

IMPORTANT: If sending directly from an e-signing software (ie. DotLoop, DocuSign, etc.), please ALSO send a follow-up email to this email address to confirm receipt.

ADDITIONAL NOTES:

- Please allow 2 business days for Offer response.



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- We prefer closings on Tuesday-Thursday and to avoid closing on the last day of the month if possible.
- Once an offer is accepted, please plan to complete the home and termite inspections on the same day. Also, kindly remind your buyers that the home inspection is a great time for friends, family, vendors providing estimates, etc. to view the property.

We appreciate your help in making this a smooth transaction! 😊