

OFFER SUBMISSION REQUIREMENTS



Pre-offer Submission Requirement:

- Broker Referral Agreement Submitted
- Listing

If requirements above are met and listing is approved, offer can then be submitted to seller.

Offer Submission Process and Requirements:

Offer must include:

- 3% seller credit
- 45 day minimum closing with closing on the 10th or 25th of the month
- Neel, Robinson, Stafford as escrow/attorney closing agency in Georgia
- Fidelity National Title & Escrow for all markets except Georgia

Prepare the following for submission to Trio:

- Trio Offer Submission Form
- Agent prepared Comparative Market Analysis (CMA)

Within 3 business days of mutual acceptance of offer:

- Submit contract and EMD to closing agent; open title with NRS or Fidelity
- Upload contract at www.trioresidential.com
- Order inspection through BPG Inspections (bpgwi.com, Use Code SAVIP for Trio pricing)
- Order Home Warranty (even if seller paid) through Fidelity National Home Warranty (Trio Order Form)

Inspection:

- Provide a copy of inspection and Request for Repairs for review and approval
- Inspection to include Pest Inspection
- Provide confirmation of repairs (if any) completed by seller
- Provide confirmation of release of inspection contingency
Note: 3rd Party Inspection not required for new construction

If seller agrees to repairs and confirmation of repairs is provided, inspection contingency can be removed. If seller does not agree to any or all repairs, and no other arrangements are made by agent and/or buyer to complete any required repairs transaction will be cancelled.

Post Lease Signing and Pre-closing:

- Assignment agreement is prepared, signed by buyer and seller and submitted to Trio for final signature (assignee name will be provided by Trio)
 - Lease and assignment are signed and initial funds are deposited by lessee
 - Trio submits property package to lender to begin closing process
 - Appraisal is ordered
 - Appraisal is approved and escrow prepares for closing
- Conduct final walk through before closing. If home is not clean and move-in ready, agent and/or lessee is responsible for cleaning
- Complete walkthrough checklist and submit to Trio before closing

Closing:

- Agent collects keys and provides to lessee