

## OFFER SUBMISSION REQUIREMENTS



### Pre-offer Submission Recommendations:

- Trio Preferred Agent Training Completed – not required, but recommended to best assist your customer
- Trio to Review Listing – not required, but recommended upon first contract negotiation, or if you have questions about the property

### Offer Submission Process and Requirements:

- Buyer's agent negotiates the contract terms with the listing agent or seller, Trio does not. We are here to help if you have questions along the way – please contact us any time.
- Trio does not have a specific set of forms required – local state realtor forms, or builder forms are acceptable
- 3% closing costs credit – made up by seller, agent or customer (or combination). Customer has option to finance up to 2% of this 3% with underwriting approval
- 35 day minimum closing timeframe – clock starts once contract is received by Trio
- Inspection and FHA loan/appraisal contingency included. Inspection not required for new construction
- Fidelity National Title & Escrow, or other Trio Friendly title company, if possible
- Find our Assignment Addendum on our website to be executed by buyer (Trio customer) and seller, then provided to Trio

### Prepare the following for submission to Trio:

- Trio Offer Submission Form
- Comparative Market Analysis (CMA)
- Copy of fully executed Contract and all applicable addenda

### Within 3 business days of mutual acceptance of offer:

- Submit contract and EMD to escrow agent; open title
- Upload contract at [www.trioresidential.com](http://www.trioresidential.com) – top right hand corner
- Order inspection through BPG Inspections, if available – link on [www.trioresidential.com](http://www.trioresidential.com) for discount
  - Not required on new construction

Trio will review & email you with any additional questions or concerns within 24-48 hours of receipt of the contract. This email will include documents required for the particular transaction.

See Trio's Closing Steps & Timelines for next steps after Offer Submission

Email us at [closings@thinktrio.com](mailto:closings@thinktrio.com) with any questions.

Good luck with your negotiations, thanks for working with Trio!  
Team Trio