Instructions for AS-IS Residential Offer Packet

To ensure a smooth and compliant process when submitting a purchase agreement offer with Firelight Realty, follow these step-by-step instructions to create a complete offer packet. All required forms must be submitted to Firelight Realty for compliance and record-keeping. You can access all necessary forms in your agent dashboard.

Preliminary Steps

1. **Verify Buyer's Financial Readiness**:
    - Ensure your buyer is **Pre-Approved** or provides a **Proof of Funds (POF)** document.
    - Proof of Funds should be dated within the last 30 days, as sellers will require this documentation.

2. **Connect with Firelight Realty's Preferred Lender** *(if needed)*:
    - If your buyer needs Pre-Approval, contact **Florida Home Loans** for assistance: https://floridahl.com/firelightrealty/

3. **Execute the Exclusive Buyer Broker Agreement**:
    - This agreement solidifies your relationship with the buyer and outlines expectations for both parties.

Steps to Complete the Offer Packet

Step 1: Use the AS-IS Residential Contract for Sale and Purchase

- Most sellers will request this contract. Ensure you are using the most up to date version.

Step 2: Request and Review Disclosures

- Obtain all applicable disclosures from the listing agent, including:
    - **Seller's Disclosure**
    - **Flood Disclosure**
    - **HOA Disclosure** *(if applicable)*
    - **Condo Rider A** *(if applicable)*
    - **Lead-Based Paint Disclosure** *(required for homes built before 1978)*

Provide these documents to your buyer for review and signature. Review them thoroughly with your buyer to ensure understanding.

Step 3: Include an Appraisal Contingency *(Optional but Recommended)*
- Adding an appraisal contingency protects your buyer in case the property does not appraise at the agreed purchase price.
- If the property does not appraise, your buyer will have the option to either walk away from the deal or cover the appraisal gap.
- If they choose to cover the gap, they will need to pay the difference out of pocket.

Step 4: Add Necessary Addendums
- Review the **Addenda** section in your contract to determine which addendums are required for this agreement.
- If you need guidance on common addendum clauses, refer to the **Common Addendum Clauses** available in the Agent Dashboard.

Step 5: Add Addendum GG: Seller's Agreement with Respect to Buyer Broker's Compensation.
- This addendum makes the offer contingent upon executing a separate compensation agreement.

Step 6: Add the Compensation Agreement
- Use the **Compensation Agreement – Seller or Seller's Broker to Buyer's Broker (CASSB-1)** form to outline your commission.
- This agreement is negotiable. Start with a recommended rate of **3.0%** and adjust as needed during negotiations.

Final Step
- **Please submit the complete offer packet to Firelight Realty for broker review.**