



854 Montgomery Avenue, Narberth Pa 19072 Direct 610-668-3400/Fax 610.514.2525

PRESENTATION OF OFFERS

The Damon Michels team would like to thank you and your client(s) for expressing interest in one of our listings. If your client would like to make an offer, we ask that you submit the following documentation in order for us to efficiently work together. This has been a proven system to help ALL parties.

1. PAR Agreement of Sale with the following agents name listed:
Damon Michels plus the Co-listing agent (found on Trend). Please use the 610-668-3400 as direct phone and 610.514-2525 as fax.
License Information:
Our BHHS Company License #: RB061717C Damon License #: AB067731
For co-listing agent, please contact our office at 610-668-3400.
2. Any accompanying addendums relevant to your client's contingencies.
3. Pre-Approval letter from an accredited Mortgage banker/broker-if applicable
4. Initial earnest deposit***If submitting an offer by email or fax please provide copy of earnest deposit check. If settlement is less than 30 days, certified funds are required.
5. Buyer Financial Form-fully executed.
6. Sellers Disclosure Statement-and lead Paint Disclosure fully executed. You will find this in Trend.
7. Be sure that the Buyer's Agent best number to reach is on the Agreement of Sale.
8. Please don't have any contingency dates or settlement dates that would fall on the weekend or holiday.
9. Is there is to be personal property included in the sale, please use a separate addendum
10. Please have your clients 2nd deposit due within 24 hours of inspection resolution.

NEGOTIATION OF OFFERS

You will be negotiating the price/terms with the co-listing agent unless the listing is with the primary agent.

SUBMISSION OF OFFERS

We ask that you submit offers using one of the following methods:

1. Scan and email directly to damon@damonmichels.com
2. eFax to: 610.514.2525
3. Hand Delivered to: Berkshire Hathaway Home Services

854 Montgomery Avenue
Narberth, Pa., 19072

Or

The William Penn House Lobby
1919 Chestnut Street
Philadelphia, Pa., 19103

*Please be advised that The Damon Michels team will make every effort to present offers to our clients over the weekend and after normal business hours. **PLEASE DO NOT PROVIDE A RESPONSE TIME ON THE WEEKEND.** Many of our clients do not have access to paperwork via email/fax over the weekend. This will help to effectively expedite an offer within the times lines. We DO work on weekends.

****Please make ALL checks payable to Fox & Roach LP and mail ALL deposit checks to:****

Berkshire Hathaway Fox & Roach

**** Attention: Joan Crittenden ****

216 E. Lancaster Avenue

Wayne, Pa., 19087

Please be sure to Note the property address on the check or on a post-it.

POST EXECUTION AGREEMENT OF SALE

Once the terms of your offer have been accepted & the Agreement of Sale is fully executed, the file will be turned over to our closing manager & PA licensed Realtor for all coordination of the following items:

1. Scheduling and negotiating the following:
 - a) Home Inspections
 - b) Environmental Inspections
 - c) Appraisal Inspections

- d) Municipal/Township Inspections
 - e) HOA/Condo Resale docs
- 2. Damon attends ALL settlements with/on behalf of our Clients. Please coordinate date, time and place of settlement with listing manager directly.