

# W.F. Chesley Real Estate, Inc.

2200 Defense Highway, Suite 101 \* Crofton, Maryland 21114

301-261-6700 \* 410-451-2200 \* 301-858-0722 fax

[www.chesleyreo.com](http://www.chesleyreo.com)

## Guidelines for Contract Offers on REO Madison Properties

Please submit the Buyers offer to purchase in One Complete Package.

**Please Read ALL Instructions thoroughly or Incomplete offer packages will not be presented.**

- The Seller will generate their own Contract of Sale once the offer is accepted. Please **DO NOT** submit a Maryland or Regional Sales Contract or Addendums at this time.
- Please complete the attached Offer Sheet to serve as your offer. **Submit the completed Offer Sheet, Proof of Funds or Lender Letter, and a copy of the earnest money deposit to [reocontracts@wfchesley.com](mailto:reocontracts@wfchesley.com).**
- If the Seller accepts your offer they will generate the Contract of Sale along with the appropriate addendums required by them with the terms of the offer. At this time we will instruct you if there are any other necessary addendums required.
- The Earnest Money must be submitted **immediately** after **Contract Acceptance** and must be held by and delivered to **WF Chesley Real Estate, Inc. The Deposit must be in the form of a Cashier's Check or Money Order, personal checks will not be accepted.**

REO DIVISION

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Loan No: \_\_\_\_\_  
 Asset No: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Listing Agent: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
 Lender: \_\_\_\_\_ Lender Telephone: \_\_\_\_\_  
 Selling Agent: \_\_\_\_\_  
 Closing Agent: \_\_\_\_\_  
 Buyer: \_\_\_\_\_  
 Earnest Money Deposit \$ \_\_\_\_\_ Total \_\_\_\_\_

Type of Financing \_\_\_\_\_  
 Terms: \_\_\_\_\_

Owner-Occupant Buyer

Investor Buyer

	Buyer Offer	Counter	Buyer Counter	Counter	Buyer Counter	Counter
Date Submitted	_____	_____	_____	_____	_____	_____
Offer Amount	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>SELLER COSTS:</b>						
Attorney Fee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Closing Fee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Commission _____%	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Doc Stamps	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Doc Prep Fee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Escrow Fee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Recording Fee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Title	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Abstract	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Tax Certificates	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Transfer Tax	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
VA/FHA non-allowables	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>OTHER:</b>						
<b>CLOSE DATE</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>REPAIRS</b>						
Termite/Sec 1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lender Required	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>OTHER**</b>						
Appraisal Fee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Disc. Pts. _____%	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
H.O Policy/Warranty	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Loan Orig. Fee _____%	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Survey	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Termite Inspection	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Courtesy Closing Fee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL COSTS:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>NET ON SALE:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\*\*If Buyer is requesting Seller to pay these or any other "Nonnal and Standard" Buyers Closing Costs (exclusive of non-allowables) the Lender's Good Faith Estimate must be submitted with this form in order to verify actual charges. Subject to Corp Approval

Comments \_\_\_\_\_  
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