

Listing Broker: North American-REALTORS

Listing Agent:

Property Address:

Seller's name(s):

Seller's Instructions:

I hereby instruct and demand you to advise all interested parties of the following:

1) I require all offers to include:

A) **Pre-Approval Letter** with these items:

- 1) Written on Lender's company letterhead and dated within the last 30 days;
- 2) Loan Officer's (LO) name, cell phone #, office #, office address, email address, NMLS#;
- 3) Buyer's name;
- 4) LO confirms Buyer(s) is **Pre-Approved** for a specified loan amount and loan type which should match the figures written on the RPA;
- 5) LO confirms receipt and review of Buyer's **WRITTEN** application(s);
- 6) LO confirms receipt and review of Buyer's **credit report(s)** and **score(s)**;
- 7) LO confirms receipt and review of Buyer's **bank statements** verifying Buyer has the down payment and closing costs funds to complete the purchase (Proof of Funds);
- 8) LO confirms receipt and review of Buyer's **W-2** forms (tax returns verified via Form 4506-T for self employed) and **paycheck stubs** verifying Buyer's employment income;
- 9) LO confirms Buyer's **Pre-Approved** Debt to Income ratio;

B) Escrow shall be Mary Beals with North American Title 9240 Laguna Springs Drive #100 Elk Grove, CA 95758

2) Listing Broker is **NOT** authorized to disclose to any real estate licensee making an inquiry the receipt of any offers on the Property and the offering price of such offers. Seller desires to keep every Buyer's offer confidential.

Seller's Signature and Date: _____

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