



FORMS TO BE INCLUDED FOR PURCHASE CONTRACT REVIEW AND APPROVAL-BUYERS

*****ADD ADDRESS AND CLIENT'S LAST NAME IN THE SUBJECT LINE WITH AFTERISK*****

Ideally, all offers and counter offers should be reviewed and approved by our BIC/PB prior to presentation to client including a Seller's counter offer that our client would like to accept outright. Time constraints may mean having a client sign a contract before the review, but **contracts MUST be reviewed prior to submitting it to the other party**. This policy helps to minimize the agent's potential liability.

I. FORMS TO BE INCLUDED FOR REVIEWS OF BUYER'S OFFERS: (Send as separate PDF)

- Purchase Contract and all Addenda
- Cooperating Broker's Separate Agreement (verify commission and GET)
- Full Agent MLS Printout
- TMK Info from MLS Realist or Fastweb

II. FORMS TO BE INCLUDED FOR REVIEWS OF COUNTER OFFERS, INCLUDING the SELLER'S COUNTER OFFER WHEN BUYER IS ACCEPTING OUTRIGHT: (Send as Separate PDF)

- Purchase Contract and all Addenda
- Seller's Counter Offer,
- Buyer's Counter Offer, if applicable
- Full Agent MLS Printout
- TMK Info from MLS Realist or Fastweb

III. HELPFUL TIPS AND REMINDER

- **PROOFREAD!** Most errors are minor oversights that can be easily prevented. Mistakes on seemingly small details can prove costly for your client. Your goal is to submit contracts 100% free of errors. Proofreading is your first line of defense to minimize liability. The review process is your LAST line of defense.
- **PROVIDE BACKGROUND NOTES.** In your email, please mention special circumstances as to why you may have unusual terms in your offer. This minimizes delays in the review process.
- **ASK QUESTIONS.** If you are unsure how to structure a complicated transaction, ask the Contract Review Team prior to submitting your review. This creates less work for everyone involved. If you are partnering with a Senior Agent, have them proofread your contract prior to submitting.

IV. CONTRACT REVIEW PROCESS

- **Email the forms in Part I or II above as email attachments to: BIC@AlohaHomesAgents.com and always Text BIC/PB as well**
- **When submitting offer, please make sure you submit separate pdf files with your email**
- **Expect the BIC review to be done within 24 hours between 8am to 8pm** (no reviews after 8pm or before 8am will be done on a regular basis unless extraordinary circumstances require “Urgent and/or Rushed Review”)
- **Rushed reviews on contracts may be possible and expedited on regular basis when Broker Associate or Realtor Associate can produce min 5 contracts in the row with no errors, deficiencies, spelling mistakes and corrections needed.**
- **Call and/or text if the review is time sensitive - urgent. *Mahalo for your kaku in keeping urgent reviews to a minimum when possible.***
- **After review, send to BIC for digital signatures (BIC@alohahomesagents.com). Be sure to include text box for BIC name.**