

Unaccepted Purchase & Sale SOP

Step 1 – Finalize Contract Status

If a Purchase & Sale Agreement is declined, rejected, or expires without acceptance:

- ☐ Confirm the contract clearly reflects its final status (Declined, Rejected, or Unaccepted).
- ☐ Ensure all counters, addenda, and related documents are included in the file.

All contracts signed by a client must be retained for compliance, even if the offer is not accepted.

Step 2 – Submit for Compliance

Within 48 hours of the contract being declined, rejected, or expiring:

- ☐ Email the full contract package to: WAdocs@epiquerealty.com
- ☐ Use subject line format:
UNACCEPTED PSA – Full Property Address (Street, City, Zip)
- ☐ Include in the email body:
 - Client names
 - Property address
 - Agents/Brokerages involved
 - Note that the offer was declined, rejected, or expired (reason, if known)
- ☐ Include the following attachments:
 - Original PSA
 - Any counters or addenda
 - Any signed communications affecting the contract

Step 3 – SkySlope File (If Created)

If a SkySlope transaction file was created for the offer:

- ☐ Upload the unaccepted PSA and related documents.
- ☐ Mark the transaction as Cancelled / Not Accepted.

If no SkySlope file was created, email submission satisfies compliance requirements.

Step 4 – File Complete

Once the unaccepted contract has been submitted and archived, no further action is required. The file is considered complete for compliance purposes.