

Offer Email Template:

(be sure to include the agent, their office email, wadocs@epiquerealty.com, and beccicolvin@epiquetc.com and attach the full offer)

Subject: Offer for MLS _____

Hello (agent's name),

Please find our attached offer for MLS _____ at _____ in _____.

Buyers are offering the following terms:

- Purchase Price: \$ _____
- Earnest Monday: \$ _____ due _____
- Closing Date: _____
- Lending: _____ loan with _____ at _____ (Mortgage Company)
- Down Payment: _____
- Seller Paid: _____ to Buyer closing costs and _____ Buyer Agent commission
- Inspection: ____ day time frame, completed by _____
- Contingent on: _____ (sale of home, etc)

Buyer is excited for the opportunity to make this property home and we look forward to working with you!

- Your signature

Open Escrow/Under Contract Email:

(be sure to include the other agent, their office email, the title office, the lender, wadocs@epiquerealty.com, and beccicolvin@epiquetc.com and attach the full offer)

Subject: Accepted PSA: (full address)

Hello Team!

We are officially under contract for MLS _____ at _____ in _____.

Please find attached the fully signed contract. The basic terms are as follows:

- Purchase Price: _____
- Earnest Monday: \$ _____ due _____
- Closing Date: _____
- Lending: _____ loan with _____ at _____ (Mortgage Company)
- Down Payment: _____
- Seller Paid: _____ to Buyer closing costs and _____ Buyer Agent commission
- Inspection: ____ day time frame, completed _____

Parties are:

Buyers: (name & contact info)

Buyer Agent: (name & contact info)

Sellers: (name & contact info)

Seller Agent: (name & contact info)

Please CC myself and our TC, BecciColvin@epiqueqtc.com, on all communication for this file.

Thank you everyone!

- Your Signature

Buyer - Under Contract Email:

Subject: Congrats, you're buying a home!

Congratulations! 🎉 Your offer has been accepted and you are officially under contract. Here's what needs to happen **this week**, plus a quick look ahead.

Earnest Money

- A cashier's check for \$ _____ is due to _____ Title by 5:00 PM on _____.

Inspection

- You will schedule and pay for the home inspection.
- The inspection and any repair requests must be completed by _____.
- I will attend the inspection and am available on these days: _____.
- Please let me know once you have it scheduled so I can coordinate with the Sellers.
- You are welcome to attend as well. Inspections typically take 2-3 hours.

Here are a few inspectors we've worked with and trust, though you are welcome to use any licensed inspector you prefer:

-(insert contact info for your top 3-5 inspectors)

Looking Ahead

- The Appraisal will be ordered by the Lender after the inspection.
- Closing is currently scheduled for _____.
- Please avoid making any large purchases or opening new credit accounts until after closing. This includes vehicles, furniture, appliances, or other major expenses.
- Never wire money to anyone without first calling the Title company directly using a trusted phone number. Wire fraud is real, and verification is critical.

I'll guide you step by step and let you know when anything new is needed.

Please reach out anytime with questions.

- Your Signature

Repair Request to Seller Agent:

Subject: 35R Inspection Response

Hi [Seller's Agent Name],

Following the Buyer's inspection, please find the repair items being requested below for Seller consideration.

1. _____
2. _____
3. _____
4. _____

Per our contract, Seller's response is due by _____.

Please let me know if you need any additional documentation or clarification from the Buyer or Inspector. I look forward to your response.

- Your Signature

Buyer - Inspection Complete:**Subject:** Inspection Complete

Great news!

You've cleared the inspection phase and we're officially moving forward with the purchase. This is an important checkpoint and a big step toward closing.

Here's what to expect next:

Appraisal

- Your Lender will order the appraisal.
- You may be asked to pay for the appraisal upfront.
- The appraisal is typically scheduled soon and takes about two weeks for the report to be completed.

Lender & Title

- Continue responding promptly to any document or information requests from your Lender.
- Confirm any requested information with the Title company so everything stays on track.

Looking Ahead to Closing

- Closing is scheduled for _____.
- Please avoid making any large purchases or opening new credit accounts until after closing. This includes vehicles, furniture, appliances, or other major expenses.
- Never wire money to anyone without first calling the Title company directly using a trusted phone number. Wire fraud is real, and verification is critical.

I'll continue guiding the process and will reach out as we move into the final stretch. As always, I'm here if questions come up.

- Your Signature

Buyer - Appraisal Complete (Option 1):**Subject:** Appraisal Complete

Congrats, the appraisal has been completed and the property appraised at or above the contract price. This means we are clear to move forward toward closing!

What Happens Next

- The Lender will finalize the loan process.
- Please continue responding promptly to any requests from the Lender or Title.
- Closing is scheduled for _____.

As a reminder, please avoid making any large purchases or opening new credit accounts prior to closing and never wire money without first calling the Title company directly using a trusted phone number.

We're officially in the final stretch. I'll keep you informed as we move toward closing day.

- Your Signature

Buyer - Appraisal Complete (Option 2):**Subject:** Appraisal Negotiation

Hello,

The appraisal has been completed and came in below the contract price. This does not automatically end the transaction, but it does open a negotiation window. Here are the options available moving forward:

Next Steps & Options

- You may choose to proceed at the current price, depending on loan terms.
- You may request a price adjustment or other negotiated terms.
- You may choose to cancel the contract based on the appraisal contingency.
- Parties may request to challenge the appraisal results.

I will review the appraisal report in detail and walk you through what makes the most sense for your situation. We'll discuss strategy before any decisions are made.

Please know this is a common scenario and there are several paths forward. I'm here to guide you through the options.

- Your Signature

Buyer - Final Week Before Closing Email:

Subject: Almost key day!

Hello and congrats on being close to the finish line!

Closing is just a few days away. Below is a checklist to help everything go smoothly during the last week before the home is officially yours.

Final Week Checklist:

Utilities & Services

- Schedule transfer of utilities to begin on closing day (electric, gas, water, sewer, garbage).
- Arrange internet, cable, and security service setup if desired.

Lender & Title

- Review final Closing Disclosure from the Lender.
- Confirm wire or cashier's check instructions with Title.
- Schedule final document signing at the Title office.
- Bring a valid photo ID to your signing appointment.

Walk-Through

- Attend the final walk-through at ____ on ____.
- Verify agreed-upon repairs are completed.
- Confirm the home is in acceptable condition.

Mail & Address Updates

- Submit a change of address with USPS.
- Update your address with banks, subscriptions, employers, and insurance providers.

Once the Sale is Recorded

- The sale will typically be recorded by 4pm on closing day.
- Schedule any moving assistance for the day after closing.
- Once title is recorded, I will coordinate a time to meet you at the home to deliver all keys, remotes, codes,

If questions come up this week, please reach out. This is the exciting part and I'm here to make it seamless.

- Your Signature

Buyer - Clear to Close

Subject: Clear to Close

Hi there,

Your loan has received final approval and we are officially clear to close!

This means the Lender has completed their review and we're on track for closing as scheduled.

What to Expect Next

- You'll review final numbers and documents from the Lender and Title to review.
- Your final walk-through is at _____ on _____ to confirm the home's condition and any agreed-upon repairs.
- You'll sign final documents at the Title office as scheduled.
- Remember to bring a valid photo ID and any other requested documents to your signing appointment.
- Closing is set for _____.
- Once the loan funds, Title will send paperwork to the County for recording. This could take several hours still.
- The home is officially yours once the County has recorded the deed in your name.

Important Reminders

- Please do not make any large purchases or open new credit accounts until after closing.
- Never wire money to anyone without first calling the Title company directly using a trusted phone number. Do not rely on emailed instructions alone.

We're in the final stretch now. I'll stay in close communication as we head into closing day and will confirm when the transaction has officially been recorded.

Almost there.

- Your Signature

Buyer - Closing Day:

Subject: Welcome home. 🏡

Today is the day you officially step into this next chapter and I couldn't be happier for you.

Buying a home is a big milestone and I'm honored to have helped guide you through the process. I hope this home brings you comfort, laughter, and many great memories.

If you have a moment in the coming days, I'd be truly grateful if you shared a short review about your experience working with me. Your feedback helps others feel confident as they begin their own home journey.

[Insert review link here]

As you're settling in, please don't hesitate to reach out with questions about your home, local resources, or anything else. My job doesn't end when I hand you the keys.

Enjoy making this place your own!

- Your Signature