

## 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](mailto: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.