

Offer Email Template:

(be sure to attach the full offer)

Subject: We've received an offer

Hello (client's name),

We have received an offer on your property!

Buyers are offering the following terms:

- Purchase Price:
- Earnest Money: \$ _____ 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)

Please review the terms and the attached documents, and I will contact you shortly to discuss options.

Congrats!!

- Your signature

Open Escrow/Under Contract Email:

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

Subject: Accepted Offer- (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 Money: \$ _____ 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@epiquetc.com, on all communication for this file.

Thank you everyone!

- Your Signature

Seller - Under Contract Email:**Subject:** We're under contract!

Congratulations, your home is officially under contract. 🎉

Here's what needs attention **this week**, along with a brief look ahead.**Earnest Money**

- Buyer must deliver \$ _____ in earnest money to the title office by 5:00 PM on _____.

Inspection

- Buyer will schedule and pay for the home inspection.
- The inspection and any repair requests must be completed by _____.
- Buyer and their agent typically attend the inspection.
- Please plan to be out of the home during this time. Inspections usually take 3–4 hours.
- Once the inspection response is received, you will have _____ days to agree to or negotiate the requests.
- Any agreed-upon repairs must be completed _____ days prior to closing.

Looking Ahead

- The Appraisal will be ordered by the Buyer's Lender after inspection.
- Closing is currently scheduled for _____.

I'll keep you informed as we move through each phase and will reach out when decisions are needed. As always, I'm here if questions come up.

Congratulations again, I appreciate you letting me assist with this process.

- Your Signature

Seller - Inspection Repairs Requested:**Subject:** Inspection response

Hello,

The Buyer has completed their inspection and submitted a repair response. Below is a summary of the items requested and the timeline for your response.

Repairs Requested by Buyer

(As outlined in the inspection response)

1.

2.

3.

4.

5.

Agent Notes & Suggested Response Options

Possible response options may include agreeing to repairs, negotiating specific items, offering a credit, or declining certain requests. We will discuss what makes the most sense for your situation before responding.

Response Timeline

- We must respond by _____ or we agree to their requests by default.
- Once an agreement is reached, any agreed-upon repairs must be completed by _____.

Please review the items above and let me know your thoughts. I'm happy to walk through each request, explain what's typical, and help you determine the best path forward.

- Your Signature

Buyer Agent - Repair Response:

Subject: Seller's Inspection Response

Hi [Buyer's Agent Name],

Thank you for the inspection response. After review, Seller has agreed to the following:

Agreed-Upon Repairs / Terms

1.

2.

3.

All agreed repairs will be completed by _____, in accordance with the contract.

Please confirm receipt and let me know if these terms are acceptable. Thank you!

- Your Signature

Seller - Inspection Complete:

Subject: Inspection phase completed

Great news! The inspection phase is complete and we're officially moving forward with the sale. This is an important checkpoint and means we are on track toward closing.

Here's what to expect next.

Appraisal

- The Buyer's Lender will schedule the appraisal.
- I'll coordinate scheduling details with you, plan to allow access to the home for 1-2hrs.

Repairs

- Please complete all agreed-upon repairs by _____.
- Send me copies of paid invoices or receipts once repairs are completed.
- Buyer may schedule re-inspection of the agreed items once repaired.

Title & Closing Prep

- Respond promptly to any requests from the Title office.
- Begin packing and cleaning the home in preparation for possession.
- You may be asked to sign closing documents anytime within two weeks prior to the scheduled closing date.

Important Reminder

• Never wire money to anyone without first calling the Title company directly using a trusted phone number. Wire fraud is real, and verification is essential.

• Closing is scheduled for _____.

I'll continue to keep you informed and will reach out as we move closer to the finish line.

- Your Signature

Seller - Appraisal Complete (option 1):**Subject:** Appraisal complete

Good news- the appraisal has been completed and supports the contract price.

This means we are clear to continue moving toward closing as planned.

What Happens Next

- The Buyer's Lender will finalize loan approval.
- Title may request additional documents and will schedule final document signing. Please respond promptly to their communications.
- Make arrangements to have the home empty and prepared for Buyer by the closing day.
- Closing is scheduled for _____.

I'll continue coordinating the remaining steps and will reach out as we approach the final stretch.

- Your Signature

Seller - Appraisal Complete (option 2):**Subject:** Appraisal update

Hello,

The appraisal has been completed and unfortunately the value came in at \$_____, which is below the contract price. This opens a negotiation window and several options may be considered:

Possible Paths Forward

- You may choose to reduce the price to the appraised value.
- You may negotiate terms with Buyer, including a price adjustment or shared difference.
- Buyer may choose to cancel the contract based on the appraisal contingency.
- Parties may request to challenge the appraisal results.

There is no immediate action required until we review the appraisal and discuss strategy. I'll walk you through the details and help determine the best next step.

Please know this is a common part of the process, and I'll guide you through it.

- Your Signature

Seller -10 Days Before Closing Email:**Subject:** The final stretch!

Hello!

You're almost to the finish line. For clarification, signing may happen several days before closing day and "closing" is not official until the County records the deed in the Buyer's name. This can occasionally mean that the deed is not recorded until the next morning, after which all funds will be paid out.

Below is a checklist to help you prepare for closing and a smooth handoff to the Buyer.

Home Preparation

- Complete all agreed-upon repairs by _____.
- Ensure the home is clean, vacant, and ready for possession by 3pm on closing day.
- Remove all personal belongings not included in the sale.

Utilities & Services

- Schedule utilities to remain on and transfer the business day after closing .
- Schedule cancellation or transfer of internet, cable, security, and other services the business day after closing.

Access & Information to Leave for Buyer

- All house, mailbox, and other keys
- Garage door openers and remotes
- Gate codes, alarm codes, garage codes, and access instructions
- Appliance manuals, warranties, and service records

Final Walk-Through

- Expect the Buyer to complete a final walk-through 2–3 days before closing to confirm repairs and condition.

Signing & Closing

- Sign final documents at the Title office as scheduled.
- Bring a valid photo ID to your signing appointment.
- After recording, keys and agreed-upon items must be delivered to the Buyer's Agent by 5:00 PM.

Mail & Address Updates

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

Please reach out if you have questions or need help coordinating anything this week. We're almost there.

- Your Signature

Seller - Clear to Close:

Subject: Clear to Close

Hello friend!

The Buyer's loan has received final approval and we are officially **clear to close**.

This means all lender conditions have been satisfied and we're on track for closing as scheduled.

What to Expect Next

- You'll sign final closing documents at the Title office as scheduled.
- Remember to bring a valid photo ID and any other requested documents to your signing appointment.
- Please continue responding promptly to any last requests from Title.
- Buyer's final walk-through on _____ to confirm the home's condition and any agreed-upon repairs.
- Closing is set for _____.

Important Reminder

- Please ensure the home is fully vacant, clean, and ready for possession on or before closing day for a smooth handoff.
- 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 nearly at the finish line. I'll confirm once the transaction has recorded and coordinate key delivery immediately after.

- Your Signature

Seller - Day After Closing Day:

Subject: Closing Day

Thank you.

Selling a home is more than a transaction. It's a transition, and I truly appreciate the trust you placed in me to guide you through it.

If you're willing, I'd love for you to share a brief review about your experience. It means more than you may realize and helps others feel confident when choosing who to work with.

[Insert review link here]

It's been a pleasure working with you and I'm grateful to have been part of this chapter. If you ever need anything in the future, whether it's real estate-related or simply a trusted resource, I hope you'll reach out.

Wishing you all the best in your next chapter!

-Your Signature