



Offer Evaluation & Negotiation Checklist



Agent Name

Brokerage Name

Phone #

Website

OFFER EVALUATION & NEGOTIATION CHECKLIST

USE THIS CHECKLIST TO MAKE INFORMED DECISIONS AND NEGOTIATE THE BEST TERMS IF YOU GET MULTIPLE OFFERS ON YOUR HOME.

1. Evaluating Offers

☐ **Price**

- ☐ Compare the offer price to your listing price and recent comparable sales.
- ☐ Consider the net proceeds after any seller concessions or credits.

☐ **Contingencies**

- ☐ **Inspection Contingency:** Evaluate the time frame and terms for the buyer's home inspection.
- ☐ **Financing Contingency:** Assess the buyer's loan approval status and the timeline for securing financing.
- ☐ **Appraisal Contingency:** Understand the implications if the property does not appraise for the offer price.
- ☐ **Sale Contingency:** Be aware if the buyer's offer is contingent on selling their current home.

☐ **Buyer Qualifications**

- ☐ Pre-Approval Letter: Verify the buyer has a pre-approval letter from a reputable lender.
- ☐ Check for proof of funds for the down payment and closing costs.
- ☐ Creditworthiness: Consider the buyer's financial stability and credit history.

☐ **Earnest Money Deposit**

- ☐ Evaluate the amount of earnest money the potential buyers have offered and the conditions under which it can be forfeited.

2. Key Negotiation Points To Consider

☐ **Repairs**

- ☐ Negotiate based on the results of the home inspection.
- ☐ Decide whether to make repairs, offer a credit, or reduce the sale price.

☐ **Closing Costs**

- ☐ Determine if you will contribute to the buyer's closing costs.
- ☐ Allocation of fees: Negotiate how closing costs will be split between buyer and seller.

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2. Key Negotiation Points To Consider

☐ **Move-Out Timeline**

- ☐ Possession date: Agree on the date you will vacate the property.
- ☐ Consider whether you'll need a rent-back agreement to stay in the home after closing.

☐ **Other Terms**

- ☐ Inclusions and exclusions: Specify which appliances, fixtures, or furniture will stay with the home.
- ☐ Special requests: Address any unique conditions or requests from the buyer.

3. How To Make a Final Decision

☐ **Compare Offers**

- ☐ Evaluate all offers side-by-side considering the above criteria.
- ☐ Discuss the pros and cons of each offer with your agent.

☐ **Consider Your Counteroffers**

- ☐ Prepare counteroffers to address any unfavorable terms.
- ☐ Be prepared for multiple rounds of negotiation.

☐ **Accept!**

- ☐ Once an offer meets your criteria, formally accept it.
- ☐ Ensure all terms you negotiated are clearly outlined in the contract.