



Offer Preparation Checklist



Agent Name

Brokerage Name

Phone #

Website

OFFER PREPARATION CHECKLIST

USE THIS CHECKLIST TO GUIDE YOU THROUGH THE
PROCESS OF MAKING A COMPETITIVE OFFER.

Step 1: Prepare Your Finances

- ☐ Get pre-approved: Obtain a pre-approval letter from your lender to show you're a serious buyer.
- ☐ Ensure you have proof of funds for the down payment and closing costs.
- ☐ Set a maximum budget and be prepared for additional expenses like inspections and closing costs.

Step 2: Conduct a Market Analysis

- ☐ Research comparable sales – filter recent sales of similar properties in the area to understand market value.
- ☐ Assess market conditions. Determine if it's a buyer's or seller's market to strategize accordingly.
- ☐ Compare the listing price to the market analysis to decide on your offer price.

Step 3: Choose Your Offer Price

- ☐ Decide on an offer price that is competitive (yet within your budget, of course).
- ☐ Consider including an escalation clause (a provision in a purchase offer that allows you to automatically increase your bid by a set amount to outbid competing offers up to a specified maximum) if you expect multiple offers.

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Step 4: Consider Adding Contingencies

- ☐ Include an inspection contingency to allow for a professional home inspection.
- ☐ Ensure your offer includes a financing contingency, which allows you to back out if your loan application faces issues.
- ☐ Protect yourself with an appraisal contingency (i.e., a clause to renegotiate if the property appraises below the offer price).
- ☐ If you need to sell your current home first, include a sale contingency.

Step 5: Set Your Terms & Conditions

- ☐ Show flexibility. Be open to accommodating the seller's preferred closing date and other terms.
- ☐ Clearly state which appliances, fixtures, or furniture are included or excluded to add value to your offer.
- ☐ Where applicable, strengthen your position by emphasizing your financial readiness (such as your pre-approval status and earnest money deposit) to reassure the seller of your commitment.