

## Online Offer Submission Worksheet

### Online Offer Submission

All offers for HomePath properties must be submitted through a licensed real estate broker/agent. The online offer submission tool is **only** available for select cities in Florida, Michigan, and California. Please remember no submission fee required.

### First Look™

Fannie Mae's innovative First Look marketing period contributes to neighborhood stabilization by encouraging home ownership. During this period, owner occupants who occupy the home as their primary residence, some non profits, and public entities and their partners can submit offers and purchase properties without competition from investor offers. The First Look period is typically the first 15 days a property is listed on HomePath.com, Fannie Mae's website containing information on properties for sale. An exception - in Nevada, the First Look period is 30 days. Properties within the First Look period include a countdown clock on the property details page on the homepath.com website, which displays the number of days remaining for negotiation with eligible purchasers.

### Multiple Offer Situation

A multiple offer situation may exist when Fannie Mae has received more than one offer on an actively listed property. If the property goes into a multiple offer situation the buyer's agent will receive an email notification. At this time all interested parties will be asked to submit their "Highest and Best". Upon receipt of all offers, Fannie Mae (seller) may counter, reject, or accept.

### Online Offer Check-List

	Requirement	Conditions
<input type="radio"/>	Offer to Purchase Form	<ul style="list-style-type: none"> <li>This form is on HomePath.com for eligible properties, complete all required fields marked with a red asterisk (*)</li> </ul>
<input type="radio"/>	Local/ State Contract	<ul style="list-style-type: none"> <li>Complete, legible, executed by all buyers, and Upload to HomePath.com</li> </ul>
<input type="radio"/>	Fannie Mae Real Estate Purchase Addendum	<ul style="list-style-type: none"> <li>Complete, legible, executed by all buyers, and Upload to HomePath.com</li> </ul>
<input type="radio"/>	Owner Occupant Certificate	<ul style="list-style-type: none"> <li>If your buyer is an owner occupant and plans on making the property a primary residence this document is necessary. This form is not signed if the buyer intends on purchasing this property as a vacation home, seasonal home, or for other investment purposes..</li> </ul>
<input type="radio"/>	Pre-Qualification or Proof of Funds if paying cash.	<ul style="list-style-type: none"> <li>This is not a mandatory step in presenting an offer, but will be needed to advance further negotiations and is required at offer acceptance. The buyer's lender should review a credit bureau report, bank statement, and recent paycheck stub to prepare your pre-qualification.</li> </ul>
<input type="radio"/>	Earnest Money	<ul style="list-style-type: none"> <li>An earnest money deposit to show that your buyer is serious about buying the property. A copy of the check is sufficient for offer presentation, and the check is not cashed unless the offer is accepted and the contracts are fully executed.</li> </ul>

Upon offer acceptance, your buyer must submit (1) a contract and a Fannie Mae Real Estate Purchase Addendum that are both legible and reflect the final negotiated terms with no mark-outs or changes, (2) a signed Owner Occupant Certificate (where applicable), (3) loan pre-qualification (or "proof of funds," as applicable), (4) earnest money, and (5) a Lead Paint Disclosure (Fannie Mae version), a Federal requirement if the home was built prior to 1978.

Fannie Mae is committed to preventing mortgage fraud whether perpetrated by a borrower, a lender, or another person or institution, to report possible fraud, please contact Fannie Mae at 1-800-7FANNIE.