

# Terms of Sale

1365 Pinson St, Far Rockaway, NY 11691

1. **No blind offers accepted** (unless exterior-inspection-only).
2. All **buyer documents must accompany the offer**; incomplete submissions won't be reviewed.
3. Submit your **Highest and best; no escalation** clauses allowed.
4. Purchaser understands this may involve multiple counteroffers.
5. Counteroffers must be answered within 24 hours.
6. Purchaser/Agent is fully responsible for all due diligence.
7. All questions must be addressed before submitting an offer.
8. Property is **sold AS-IS**, including all violations, and is NOT inspection contingent.
9. Sale is not binding until seller signs the Contract of Sale and all required documents and deposits are received.
10. If offer is accepted, **purchaser has 3 days from receipt to return signed contracts with earnest money**.
11. **Buyer pays all transfer-related costs and fees** unless the seller expressly agrees otherwise.
12. The property will be marketed 10 calendar days before an offer can be accepted

# Offer Submission Instructions



- The offer form is a fillable self calculating form. It will only work if you download it to your desktop first. **\*\*Do not try to fill it out in your browser as it wont work\*\***
- Best option is to complete the form is to use Adobe Acrobat Reader (*free download here if needed*).
- Complete the Offer form in its entirety **DO NOT** leave any fields marked with an asterisk (\*) blank. All fields marked (\*) are required and must be completed for the offer to be considered.
- If a field does not apply to your offer, enter "N/A" or "0" or check "Does Not Apply"

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### 1. If purchasing under an entity

Provide the **full LLC or Corporate formation documents** and the legal **name of the authorized signer** as shown in the governing documents. (*The documents must show the authorized signers name*)

### 2. If Purchasing under an Individual name, *enter all information on the offer form.*

### 3. Pre-Qualifications's & Proof of funds Requirements:

#### a. Cash Offers:

Provide bank statements or other verifiable proof of funds; the name must match the buyer.

#### b. Hard Money Offers:

Provide a current hard money approval letter dated within 30 days; the name must match the buyer.

#### c. Conventional & Other Financing:

Provide a current lender Prequalification or Pre-approval; name must match the buyer.

#### d. All documentation must show funds sufficient to cover the full offer amount.

#### e. For LLC or corporate purchases, proof of funds must be in the entity's name.

### 4. Down Payment & Earnest Money Deposit (EMD) (*Required*)

Provide the full dollar amounts for both your Down Payment and your Earnest Money Deposit (EMD). These are two separate figures and must be entered individually. The EMD is a good-faith deposit that shows the seller you're committed to the purchase, and it is credited toward your total Down Payment once the contract is fully executed.

### 5. Inspections: Please indicate whether any inspections are to be included as part of your offer to purchase. (*Not applicable for As-Is sales, though it may still be requested*)

### 6. Closing Date Requirements - *All closing dates must be a minimum of 30 days.*

### 7. If purchaser is represented by a Realtor, *enter all information on the offer form.*

### 8. Provide complete attorney information: *enter all information on the offer form.*

### 9. Submitting Your Offer: **Complete all sections of the Offer Form and include all required documents.** **Email the original completed form and documents to [Lou.Tocco@Vylla.com](mailto:Lou.Tocco@Vylla.com)**

# Offer Form



\* I acknowledge that I have read, understand, and agree to the Terms of Sale, and understand that all fields marked (\*) must be completed for my offer to be considered. If a field does not apply, I will enter "NA" or "0," or select "Does Not Apply." No required fields may be left blank unless otherwise instructed.

|                  |   |              |
|------------------|---|--------------|
| <b>Property:</b> | * | <b>Date:</b> |
|------------------|---|--------------|

|                                                                      |   |                         |                             |
|----------------------------------------------------------------------|---|-------------------------|-----------------------------|
| <b>Purchaser</b> Type: * Homeowner    * Investor                     |   |                         |                             |
| Company Name:                                                        | * |                         |                             |
| Buyer 1 First Name:<br><small>or Company Signer - First NAME</small> | * | <b>Closing Attorney</b> |                             |
| Buyer 1 Last Name:<br><small>or Company Signer - LAST NAME</small>   | * |                         |                             |
| Buyer 2 First Name:                                                  | * | Firm:                   | *                           |
| Buyer 2 Last Name:                                                   | * | First Name:             | *                           |
| Buyer Address:                                                       | * | Last Name:              | *                           |
| Buyer City:                                                          | * | Address:                | *                           |
| Buyer State:                                                         | * | City:                   | *                           |
| Buyer Zip:                                                           | * | State:                  | *                           |
| Buyer Tel #:                                                         | * | Zip:                    | *                           |
| Buyer e-Mail:                                                        | * | Phone:                  | *                      Ext: |
|                                                                      |   | Fax:                    | *                           |
|                                                                      |   | Email:                  | *                           |

\* **Do you have a real estate agent?**                      YES      NO      *If "YES" input their information below.*

\* **I would like representation by a real estate agent**                      YES      NO      *If "YES" or "NO" leave below blank*

|                    |  |                         |  |
|--------------------|--|-------------------------|--|
| Buyer Agency Firm: |  | Buyer Agent First Name: |  |
| Address:           |  | Buyer Agent Last Name:  |  |
| City:              |  | Buyer Agent e-mail:     |  |
| State:             |  | Buyer Agent Tel:        |  |
| Zip:               |  | Commission Request %:   |  |
| Phone:             |  |                         |  |
| Fax:               |  |                         |  |

|                                                                   |                                                    |                     |                             |                                                             |                                                                                                   |
|-------------------------------------------------------------------|----------------------------------------------------|---------------------|-----------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Financing</b>                                                  |                                                    | Mortgage            | Cash                        | Hard Money                                                  | * If Cash or Hard Money Provide Contact Information.<br>* If Mortgage Provide Lender Information. |
|                                                                   |                                                    | *                   | *                           | *                                                           |                                                                                                   |
|                                                                   |                                                    | <b>OFFER</b>        |                             | <b>FINANCE COMPANY</b> * <i>Complete even if Hard Money</i> |                                                                                                   |
| Purchase Amount :                                                 |                                                    | Financing Company:  | *                           |                                                             |                                                                                                   |
| Earnest Money Deposit:                                            | *%                                                 | Contact First Name: | *                           |                                                             |                                                                                                   |
| Down Payment %:                                                   | *%                      -                          | Contact Last Name:  | *                           |                                                             |                                                                                                   |
| Loan Amount / Balance:                                            | *                                                  | Address:            | *                           |                                                             |                                                                                                   |
| Mortgage Type:                                                    | *                      or Does Not Apply           | City:               | *                           |                                                             |                                                                                                   |
| Concession Request:                                               | *%                      or \$                      | State:              | *                           |                                                             |                                                                                                   |
| Mort. Commit date:                                                | *                      or Does Not Apply           | Zip:                | *                           |                                                             |                                                                                                   |
| Closing Date:                                                     | *                                                  | Contact Phone       | *                      Ext: |                                                             |                                                                                                   |
| Pre-Qulification Attached: <small>Mortgages ONLY</small>          | *    Yes                      No                   | Contact Fax:        | *                           |                                                             |                                                                                                   |
| Proof of Funds Attached: <small>For Cash &amp; Hard Money</small> | *    Yes                      No                   | Contact Email:      | *                           |                                                             |                                                                                                   |
| 10 Day Inspection?                                                | *    Yes                      No                   | Financing Rate:     |                             |                                                             |                                                                                                   |
| Condition:                                                        | <b>Review Offer Guidelines &amp; Terms of Sale</b> |                     |                             |                                                             |                                                                                                   |

Notes or Additional Terms: