

# Bank of America Offer Instructions

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The following guidelines should be followed to make the transaction go smoother for all involved.

- 1) Buyer **must** be PRE-APPROVED by a branch of **Bank of America**. **The seller will not accept an offer without a preapproval from Bank of America. DU copies are not acceptable.**

Preapproval Contact: **Stephanie Ammons**  
Mortgage Loan Officer  
916-580-5258 - Cell  
888-339-1626 - Toll Free  
[Stephanie.Ammons@bankofamerica.com](mailto:Stephanie.Ammons@bankofamerica.com)

**Please note:** Pre-Approval letters from other institutions will not be accepted. Buyer is not required to use BofA for financing. If BofA is used for financing, the Buyer will receive a FREE appraisal and credit report at close of escrow.

- 2) The property being sold is in its present "AS-IS" condition.
- 3) All offers MUST be submitted on a standard CAR form with a copy of the earnest money check and a pre-approval from Bank of America to [OFFERS@assetvu.com](mailto:OFFERS@assetvu.com) or fax to 916-258-0249.

Checklist required for consideration:

- California Residential Purchase Agreement (CAR).**
- Copy of pre-approval from local Bank of America Home Loans -OR-**
- Current proof of funds equal to amount of offer for a cash offer dated within 60 days.**
- Copy of minimum 1% earnest money check dated within 90 days**

**Please note:** Incomplete or partial offers submitted **CANNOT** be accepted. If you have a **CASH** buyer please send proof of funds as it will be required for seller consideration.

- 4) Offers will be submitted to the seller Monday-Friday from 8:00am to 5:00pm.
- 5) We pride ourselves on updating MLS regularly. If you need to know the status of the listing, please check MLS or email the agent at [OFFERS@assetvu.com](mailto:OFFERS@assetvu.com).
- 6) If you want to know if there are offers on the property you may contact the listing office via email at [OFFERS@assetvu.com](mailto:OFFERS@assetvu.com). Due to the number of phone calls we receive we are unable to return all calls. Email is the quickest and best way to get a response. It is best to assume that the home has multiple offers and to present your client's highest and best up front. We are not able to disclose any details regarding existing offers.
- 7) Please advise your clients to be patient. Turnaround times for offer acceptance can be rather lengthy depending on the lenders workload. Allow a minimum of 2-3 business days. They are moving as fast as they can to process your offer.
- 8) We will provide a confirmation of receipt of your offer via email. Once you submit an offer, please ensure you are checking your email **frequently** as this is our preferred communication method.
- 9) We will advise all agents who have offers in on the property as soon as we hear something. Please follow up via email for quickest response.
- 10) **Please do not submit partial offer packages or in pieces.** If you are missing pages, documents and/or signatures it will be rejected. If you are advised that you have a missing item, you will need to resubmit a complete package for submittal. We are unable to match pieces together due to volume. Additionally, as offers are scanned and sent electronically to seller it is imperative that the offer be legible.

**Thank you reviewing these instructions and for showing this property. Please know that we appreciate your efforts to make this process flow as smoothly as possible.**

