

# Wachovia Offer Instructions

The following guidelines should be followed to make the transaction go smoother for all involved. **Please sign and submit with offer.**

1. If financed, the seller **REQUIRES** the Buyer be PREQUALIFIED by Wells Fargo Home Mortgage. The seller will not accept an offer without this prequalification – DU copies will not suffice. **For fastest response, please apply online.**

Preapproval Contacts:	<b>Jacob M. Warren</b> Home Mortgage Consultant 916-746-8141 - Tel 916-804-0941 - Cell <a href="mailto:Jacob.M.Warren@wellsfargo.com">Jacob.M.Warren@wellsfargo.com</a> <a href="#">Apply Online</a>	<b>Sean Palmer</b> Home Mortgage Consultant 916-746-8131 – Tel 916-997-5313 – Cell <a href="mailto:sean.a.palmer@wellsfargo.com">sean.a.palmer@wellsfargo.com</a> <a href="#">Apply Online</a>	<b>Colette Gonsalves</b> Home Mortgage Consultant 916-746-8102 - Tel 916-997-9465 - Cel <a href="mailto:Colette.d.gonsalves@wellsfargo.com">Colette.d.gonsalves@wellsfargo.com</a> <a href="#">Apply Online</a>
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2. Submit offers to a standard CAR Residential Purchase Agreement, in addition to the items noted below to [OFFERS@assetvu.com](mailto:OFFERS@assetvu.com) or fax to (916) 258-0249. *No electronic signatures will be accepted.*

*Checklist required for consideration:*

- Standard C.A.R Purchase agreement. (No electronic/digital signatures will be accepted.)**
- Copy of current pre-approval from Wells Fargo Home Mortgage (not applicable to cash offers).**
- Copy of earnest money check made payable to Fidelity National Title.**
- Copy of proof of funds dated within 60 days equal to the down payment or offer price if cash buyer.**
- Endorsed copy of these instructions.**

**Please note:** Please do not submit partial offer packages or in pieces. Please make sure that your offer is complete. 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.**

3. **Cooperating Agent commissions are paid on the NET PURCHASE PRICE minus any buyer recurring or non-recurring closing cost credits.**
4. The property being sold is in its present “AS-IS” condition.
5. Offers will be submitted to the seller Monday-Friday from 8:00am to 5:00pm.
6. 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).
7. 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). We are not able to disclose any details regarding existing offers. Due to the number of phone calls we receive we are unable to return all calls, but do try. Email is the quickest and best way to get a response.
8. Please advise your clients to be patient. Turnaround times for offer acceptance can be rather lengthy depending on the lender's workload. Allow a minimum of 2-3 business days. They are moving as fast as they can to process your offer.
9. We will advise all agents who have offers in on the property as soon as we hear something. Please understand that multiple phone calls will not speed up this process.
10. Be sure to check your email frequently and confirm receipt if requested. It is not unusual to receive information from the seller late Friday or have a response required over the weekend.
11. By signing below I (we) acknowledge that I (we) have read and received a copy of this document.

\_\_\_\_\_  
Buyer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Buyer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Agent Signature

Date: \_\_\_\_\_

