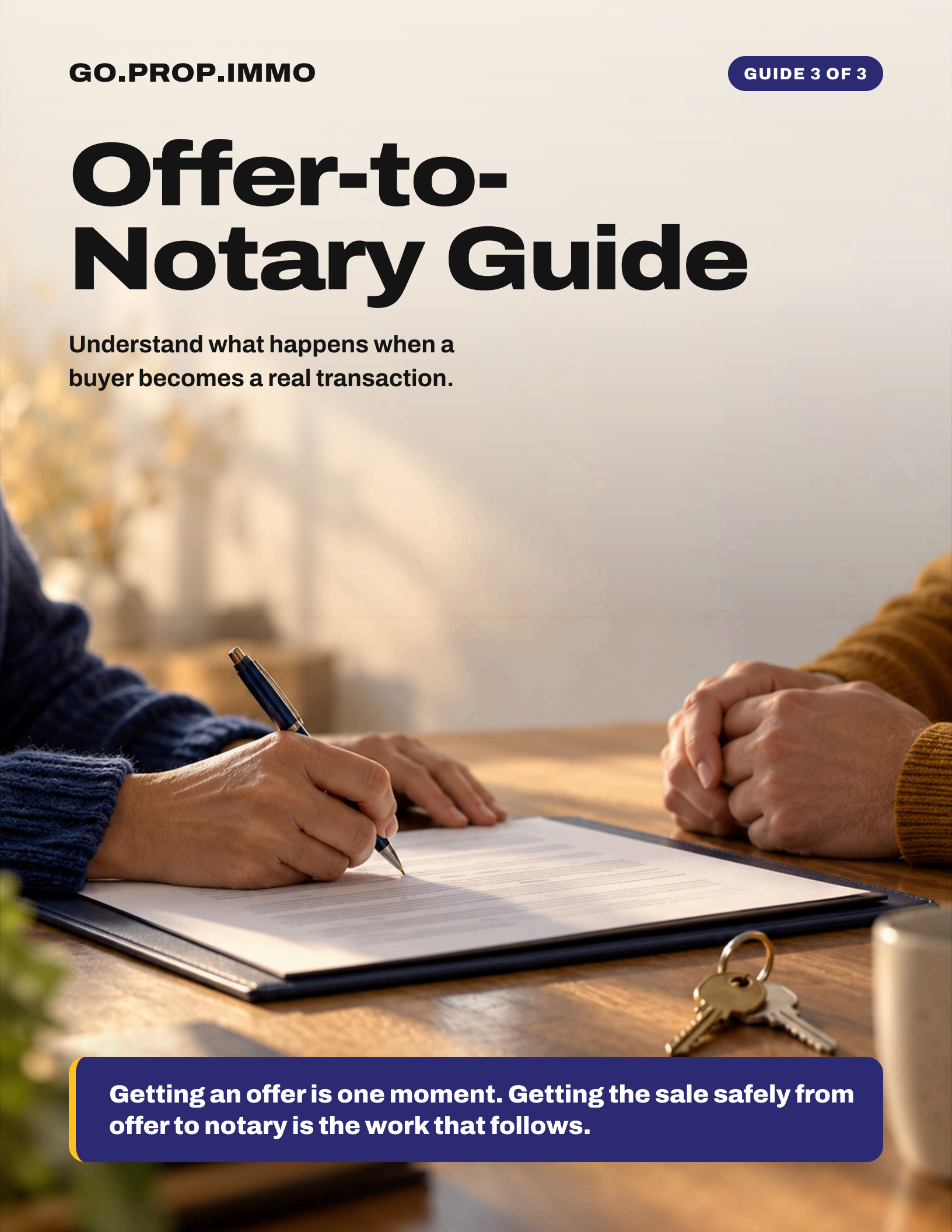
GO.PROP.IMMO

GUIDE 3 OF 3

Offer-to-Notary Guide

Understand what happens when a buyer becomes a real transaction.



Getting an offer is one moment. Getting the sale safely from offer to notary is the work that follows.

Getting an offer can feel like the finish line.
It isn't.

An offer is where a new part of the sale begins.

There is a price, but there can also be conditions, dates, inclusions, exclusions, financing, inspections, documents and deadlines. If you accept the offer, those details become part of the road to the notary.

Some transactions are simple. Others change along the way.

A condition may need more time. An inspection may uncover something important. A document may need to be amended. A buyer may ask for a change. A deadline may suddenly matter a lot.

That is why an offer should not be reduced to one question:

> **“How much are they offering?”**

This guide explains what to look for, what happens after an offer is accepted and how the seller and broker work together from offer to notary.

The price gets your attention. The terms tell you what the deal actually is.

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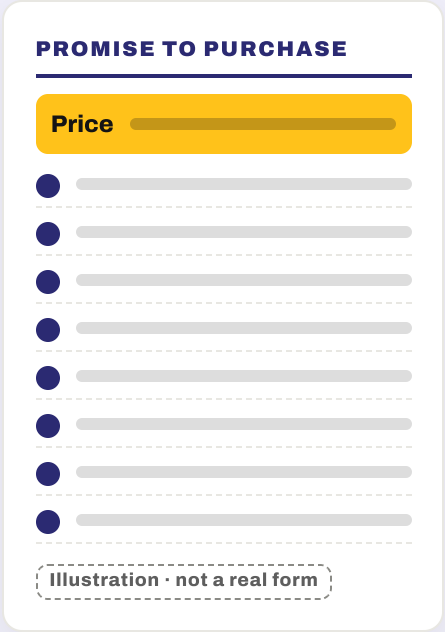
CHAPTER ONE

1 An offer is more than a price

When a buyer wants to buy your home, the offer is normally written in a Promise to Purchase.

The price matters.

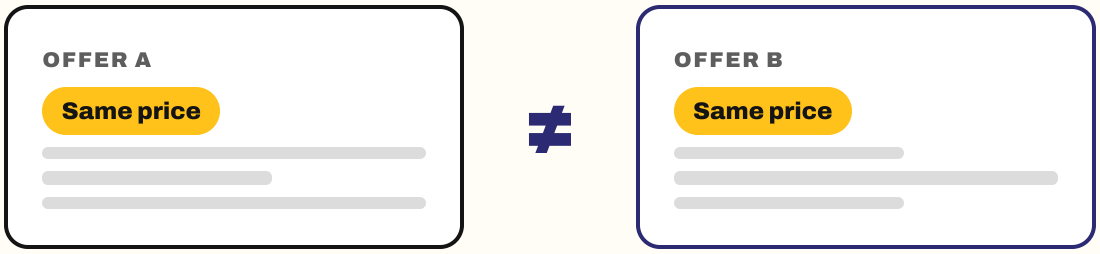
But it is only one part of the offer.



A Promise to Purchase can also deal with things such as:

1. financing;
2. inspection;
3. documents the buyer needs to review;
4. inclusions and exclusions;
5. the date of the deed of sale;
6. occupancy;
7. deposits or other sums;
8. other conditions or terms that apply to the transaction.

That means two offers at the same price may not be the same deal.



One may have fewer conditions.

One may ask for a different occupancy date.

One may depend on financing or another event.

One may include or exclude something that matters to you.

Don't compare offers by price alone. Compare the whole deal.



The deadline matters too

Offers normally come with a period during which the buyer is committed to the proposal.

That does not mean every seller has the same amount of time to decide.

Read the actual deadline in the offer.

When an offer arrives, your broker should help you identify the important terms and the time available so you can make an informed decision.

ASK THIS: “What do I need to decide, and by when?”

CHAPTER TWO

2 Read the offer before you react to it

Seeing a number on an offer can create an instant reaction.

Too low. **Great.** **Close enough.** **No chance.**

But the first reaction should not be the final decision.

Start by understanding what is actually being proposed.

Look at the whole offer

Price
What is the buyer offering?

Financing
Does the purchase depend on the buyer obtaining financing?

Inspection
Is the buyer asking for the right to inspect the property?

Dates
When would the deed be signed? When would the buyer take occupancy?

Inclusions and exclusions
What stays? What goes?

Other conditions
Is the transaction dependent on another event, document, verification or agreement?

Deadline
How long is the offer open?

Then ask:

What matters most to me besides price?

Maybe you need a particular occupancy date.

Maybe certainty matters more than squeezing out the last few dollars.

Maybe one condition creates a problem for your plans.

A good decision starts with understanding the trade-offs.



The best-looking number is not always the best offer for your situation.

CHAPTER THREE

3 You have choices

Receiving an offer does not mean you have to accept it.

After reviewing the offer and receiving advice, the seller decides what happens next.

You may:



OFFER

Accept

You agree to the offer as written.

Once you accept, you're committed to those terms, subject to the conditions.

Refuse

You do not accept the offer.

Counter

You propose different terms.

A counter-offer might change the price, a date, an inclusion, a condition or another part of the proposed deal.

The buyer then has a decision to make too.

A counter-offer counts as refusing the buyer's offer as written.

Keep reviewing

Depending on the circumstances and the time available, you may need more information or advice before deciding.

If the deadline passes without an answer, the offer ends.

Your broker explains the offer, gives advice on the price and terms, helps you understand the risks and prepares the documents needed to carry out your decision.

You decide. Your broker takes care of the process.

Negotiation is not a fight

The goal is not to “win” every sentence of the offer.

The goal is to reach terms you are comfortable accepting.

Sometimes that means pushing on price.

Sometimes it means changing a date.

Sometimes it means tightening a condition.

Sometimes the right answer is simply no.

Good negotiation is about the deal you want — not negotiation for sport.

CHAPTER FOUR

4 Accepted does not always mean finished

Once an offer is accepted, the transaction may still have conditions to work through.

Think of an accepted offer as a road with checkpoints.

The exact checkpoints depend on the offer.

Common ones can include:

ACCEPTED

1. **Financing**
   The buyer may need to obtain the financing required by the Promise to Purchase.
2. **Inspection**
   The buyer may have the property inspected within the period set out in the offer.
3. **Documents**
   The buyer may need time to receive or review property documents.
4. **Other conditions**
   The offer may contain another event or verification that must happen before the transaction moves forward.

NOTARY

Each condition has its own wording, evidence and deadlines.

> ! **Do not guess whether a condition is complete because time passed or someone said, “We're good.” Check what the documents say.**

A condition is not a feeling. It is something the transaction documents need to deal with properly.

How long does this take?

There is no one timeline for every sale.

The offer itself sets many of the important dates.

Some conditions may be dealt with quickly. Others may take longer because a lender, inspector, notary, condominium syndicate, municipality or another person is involved.

What matters is not memorizing a standard number of days.

It is knowing:

	What is the next deadline?	Who has to do something?	What evidence or document completes it?
FINANCING	☐	○	☐
INSPECTION	☐	○	☐
DOCUMENTS	☐	○	☐
OTHER CONDITIONS	☐	○	☐

Illustration · your offer sets the real dates

That is how the transaction keeps moving.

CHAPTER FIVE

5 Inspections, financing and the things that can change

Conditions matter because they can create new decisions after the offer is accepted.

Inspection

A buyer's inspection may reveal something the buyer wants to discuss.

That does not automatically mean the deal is dead.

It may lead to questions, documents, disclosure, negotiation, an amendment or another response depending on the facts and the Promise to Purchase.

YOU

As the seller, you provide access and the information or decisions required from you.

YOUR BROKER

Your broker handles the seller-side brokerage work that follows: reviewing relevant written reports or notices when received, identifying material issues, advising you on your options and preparing or reviewing the documents needed for the response.

Financing

Financing is another common checkpoint.

BUYER + LENDER

The buyer and their lender handle the buyer's financing process.

YOU

Your job is not to approve the mortgage.

YOUR BROKER

Your broker's job is to track the condition and deadline, review the evidence or notices required by the transaction and advise you if something needs your attention.

When something changes

- Dates move.
- Terms get amended.
- New information appears.
- A condition needs an extension.
- A document needs to be corrected.

That is normal transaction work.

The important part is that the change is handled properly and the current deal remains clear.

A verbal “that's fine” is not the same thing as properly changing the transaction documents.

CHAPTER SIX

6 Deadlines are part of the deal

Real estate transactions contain a lot of dates.

Some are obvious:



the offer deadline; **the financing deadline;** **the inspection period;** **the deed-of-sale date;** **the occupancy date.**

Others can appear inside conditions, notices, amendments or follow-up obligations.

> ! **Missing a date can change what happens next.**

That is why transaction follow-up is not simply “fill out an offer and send it.”

The broker keeps track of the transaction documents, conditions and deadlines, follows up as required and tells the seller when a decision or action is needed.

The seller's responsibilities

- ✔ Stay reachable when an offer or deadline needs a decision.
- ✔ Read what you are signing.
- ✔ Ask questions when something is unclear.
- ✔ Provide requested documents, access and information promptly.
- ✔ Tell the broker immediately if something changes.
- ✔ Do what was agreed to in the transaction documents.

The broker's responsibilities

- ✔ Explain the offer and material terms.
- ✔ Give advice on price, terms, timing and risk.
- ✔ Prepare or review the required transaction documents.
- ✔ Negotiate and communicate the seller's instructions.
- ✔ Track conditions and deadlines.
- ✔ Review relevant information and flag what needs attention.
- ✔ Keep the transaction file current.
- ✔ Move the completed file toward the notary.

You make the decisions. Your broker keeps the transaction moving.

CHAPTER SEVEN

7 From accepted offer to notary

As conditions are completed and the transaction moves forward, the file starts getting ready for the notary.

The notary has their own professional role in the sale.

Your broker does not replace the notary.

YOUR BROKER

Your broker makes sure the brokerage side of the transaction is organized and transmitted properly.

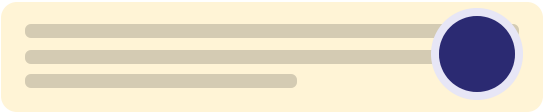
That can include the executed Promise to Purchase, counter-proposals, annexes, amendments, notices, seller declarations and other relevant transaction information.



→

THE NOTARY

The notary then performs the legal work required for the transfer of the property and prepares the deed of sale.



Before the deed

There may still be practical things to confirm:

- [ ] **the final signing appointment;**
- [ ] **occupancy and keys;**
- [ ] **inclusions that must remain at the property;**
- [ ] **required documents or agreed work;**
- [ ] **any material change that happened after the offer was accepted.**

If something important changes, tell your broker.

The goal is simple:

> **No surprises at the notary that should have been dealt with earlier.**

CHAPTER EIGHT

8 What if the deal doesn't make it to the notary?

Not every accepted offer closes.

A legitimate condition may fail.

The parties may agree to a change.

A problem may require a new document or a different decision.

Sometimes a transaction ends.

The reason matters.

The documents matter.

The evidence matters.

> ! **Do not decide on your own that a buyer "lost the deal," that a condition "expired," or that someone is automatically in default because a date passed.**

REVIEW BEFORE ACTING

The broker reviews what happened, the signed documents and the available evidence, explains the next step and prepares or coordinates the required transaction documents.

What happens next depends on the signed documents, the reason the transaction ended and the evidence available.

Before treating the transaction as over, changing course or accepting another offer, review the situation with the broker and obtain legal or notarial advice when appropriate.

A failed transaction is not the time to guess. Follow the documents.

BEFORE YOU GO

Before you handle an offer, remember these five things.

1 **The price is only one part of the offer.**
Conditions, dates, inclusions, exclusions and other terms can change the deal.

2 **Accepted does not always mean finished.**
Conditions may still need to be completed before the transaction is ready for the notary.

3 **Deadlines matter.**
Know what happens next, who is responsible and when it needs to happen.

4 **You still make the decisions.**
Accept, refuse, counter and other seller decisions remain yours after advice.

5 **The file has to keep moving.**
Documents, conditions, amendments, evidence and deadlines need to stay organized until the deed is signed.

If you understand those five things, an offer becomes less mysterious.

You can see the transaction for what it is: a series of decisions and checkpoints leading to the notary. →

CHAPTER NINE

9 Your Go.Prop.Immo Offer to Notary

Everything you have just read is how we believe an offer-to-notary service should work. **So that is how we built ours.**

Getting an offer is not the same thing as getting to the notary.

With Go.Prop.Immo, your broker represents you through the offer, negotiations, conditions and the work needed to move the transaction toward the signing of the deed. They explain the material terms and deadlines, give advice, prepare transaction documents, negotiate your instructions, track the conditions and keep the brokerage file current.

What the service includes

Your broker helps you evaluate and respond to the offer, prepares the transaction documents, communicates and negotiates your instructions, tracks conditions and deadlines, follows up on changes and coordinates the brokerage file through to the notary.

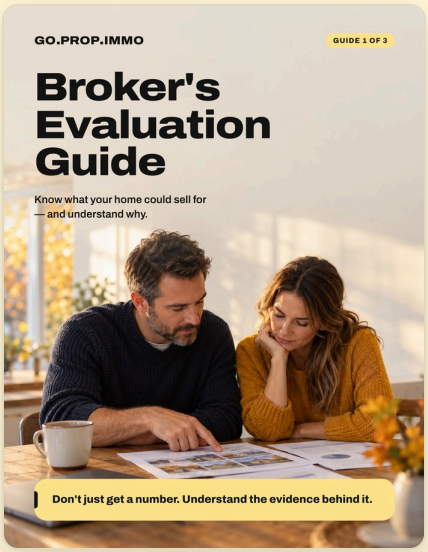
You make the decisions. Your broker manages the transaction process.

Learn about our Offer to Notary →

gopropimmo.com/offer-to-notary

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THE THREE GUIDES



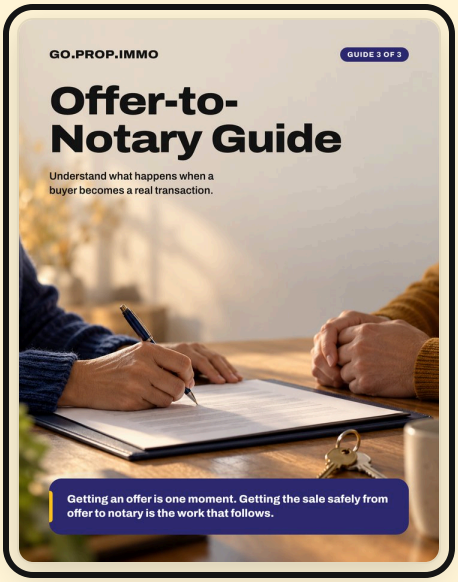
GUIDE 1

Your home and its value



GUIDE 2

Going to market



GUIDE 3

From offer to notary

Go.Prop.Immo · Richard Sholzberg, Residential real estate broker · Keller Williams Prestige, Real estate agency

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