Use for WHEN PRESENTING AN OFFER
BUYERS - Forms Cheat Sheet

When starting with a buyer you will need them to sign:

03 - Base Commission Fee	Do not send to other agent
05 - Buyer Repair Notice	Do not send to other agent
07 - Contact Information - just fill out	Do not send to other agent
08 - ALTA Permission	Do not send to other agent

Documents in yellow come from the back off site.

RF 141, 142, 143 or 145	Do not send to other agent
RF 301 - Agency Explanation	Do not send to other agent

RF 302 - Confirmation of Agency - use the one on the MLS if it is there when you send your offer.

RF 304 - Disclaimer	Do not send to other agent
RF 308 - Wire Fraud	Do not send to other agent
RF 309 - COVID Notice	Do not send to other agent

When presenting an offer to the seller, you will need to send the items below. Do NOT send the seller's agent ANYTHING ELSE!ent should have this on the MLS listing. If not, call them and get it. Do not make an offer without your buyers seeing and signing this.)
RF 302 - Agency Confirmation
RF 401 - Sales Contract (As Applies)
RF 625 - If FHA or VA
RF 702 - Compensation Agreement - You don't need this if the compensation is written into the sales contract.
RF 712 - Home Inspection Notice

There will be other forms during the process that you will/may be using. The forms shown here are what gets the deal started.

NONE of the GER forms go to the other party. The other party does NOT sign GER forms. These are for our clients only.

All documents are due to Georgia within 3 days of binding contract agreement. (After home inspection.) Send remainder right before closing.