



**BUYER AGENCY OFFER INSTRUCTIONS**

Property Address: 185 Birchwood Ln, Ravenna, KY 40472

**This page must be included with the offer. Buyer’s Agent sign at bottom.  
MLS will not be updated accordingly until Listing Agent receives Executed Contract.  
MLS will not be updated to SOLD until Listing Agent receives Closing Documents.**

**PRESENTING OFFERS**

- Submit single PDF file to email address indicated in Showing Instructions
- Offers should have the following:
  1. Recent Pre-Approval Letter and/or Proof of Funds
  2. Consumer Discloser, for applicable states
  3. Buyer signed Property Disclosures
  4. Initial Deposit Check payable to Buer’s Agency, Seller’s Attorney IOLTA, or anyone mutually agreeable
  5. Make Expiration of Offer at least **24 hours** from submission
- **Seller's email:** scott@rebuilt.com **and CC [diyflatfee@gmail.com](mailto:diyflatfee@gmail.com) on all offers**
- If receipts is not confirmed within 24 hours email follow up to [diyflatfee@gmail.com](mailto:diyflatfee@gmail.com)
- If using Digisign, Docusign or Dotloop, include in custom message field to Seller that DIY Flat Fee has been CC’d

**DEPOSIT/ESCROW CHECKS**

- DIY Flat Fee does not hold escrow.
- Initial Deposit Check can be made payable to Buyer’s Agency, Seller’s attorney IOLTA, or anyone mutually agreeable.
- Buyer’s Agency and Seller’s Attorney can hold additional deposit.

**BUYER’S AGENCY CO-OPERATION**

- Buyer’s Agency agrees to notify DIY Flat Fee within 24 hours if Seller is unresponsive after submitting offer.
- Buyer’s Agency agrees to notify DIY Flat Fee if Buyer’s Agent notices status is not updated within 2 days.
- Buyer’s Agency agrees to share Buyer Attorney and/or Title Company Contact information upon request.
- Buyer’s Agency agrees to share Executed Purchase Contracts and Addendums upon request.
- Buyer’s Agency agrees to share Settlement/ALTA Statement upon request.
- Buyer’s Agency agrees to share name of Appraiser, if applicable, upon request

**DIY FLAT FEE INFORMATION IN CONTRACTS**

- Firm – DIYFlatFee.com, LLC
- KY #212664 TN #370542 IL #471.021943
- Broker: Darrell Lewis – [diyflatfee@gmail.com](mailto:diyflatfee@gmail.com)
- **MAIL all closing statements and commission checks to:**  
**Address: 1040 Monarch Street 3<sup>rd</sup> Floor Lexington, KY 40513 PHONE: 502-264-6900**

\_\_\_\_\_  
Buyer’s Agent Printed Name

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Buyer’s Agent Signature

\_\_\_\_\_  
Date