

Offer Submission Guidelines

- **Step 1 – Ask for required offer docs and instructions:**

- Go to the offer submission website. Copy/paste the URL - <http://ssoffer.com>
- Follow steps on website to get all required offer documents & short sale addenda

- **Step 2 – Once you receive the list of required documents, obtain WET signatures**

- E-signatures are allowed for some lenders but restrictions on certain documents almost always apply
- Wet signatures are best but our short sale team can help
- Following instructions and asking the short sale offer team for help are critical

- **Step 3 – Good Faith Fee (GFF) rules – If your offer is accepted, see how to deliver the GFF:**

- GFF Instructions – Due within 3 days or less of offer acceptance
- Who do you make the check out to:
 - Listing office does **NOT** hold GFF
 - GFF payment instructions will be provided once you go thru the website in Step 1

- **Questions or concerns? Email Short Sale Team anytime**

- Email – offers@shortsale.co (yes, it's spelled correctly as ".co")
- Best and fastest way to get questions answered is to **email** the offer team