



## Fannie Mae Offer Process

Starting December 7<sup>th</sup> 2011 you will submit offers directly to [www.homepath.com](http://www.homepath.com)

Agents must be registered to submit offers. This link offers a training webinar for selling agents, <http://www.homepath.com/offerQuestion.html>

1. Complete Offer Package-to include the following documents:
  - Offer to Purchase Form
  - Fannie Mae FAR-BAR As-Is Contract with Fannie Mae as the Seller and the following required FNMA verbiage in section 20:Additional Terms -"*Pursuant to paragraph 28 of the real estate purchase addendum, this document is subject to all terms and conditions set forth in the real estate purchase addendum.*"
  - Fannie Mae 13-page Real Estate Purchase Addendum
  - Fannie Mae Owner Occupancy Declaration, if applicable, signed by buyer & agent
  - Proof of funds or pre-qualification letter
  - Copy of Earnest Money Deposit
2. Submit the completed offer packet to [www.homepath.com](http://www.homepath.com)
  - a. FNMA does not accept digital signatures (i.e. DocuSign)
3. Inspection period begins upon verbal acceptance. You will receive a complete contract package and new addendums, which must be returned within 24 hours, along with the following:
  - Fannie Mae Purchase Addendum – NEW copy
  - Fannie Mae Lead Based Paint, if applicable, signed by buyer and agent
  - New FAR-BAR AS-IS with all final negotiated terms
  - Owner occupancy certification, if applicable
  - Proof of funds or pre-qualification letter
  - Copy of Earnest Money Deposit
4. You will receive back a fully executed contract, usually within 3 to 5 days.
5. Please communicate with Title consistently to ensure a timely closing.

Please direct any other communications you may have to [cliffroe@gmail.com](mailto:cliffroe@gmail.com)