



Freddie Mac Offer Process

Please note the guidelines for closings:

30 days for Cash; 45 days for Financing; 60 days for FHA

Bank is Exempt from paying Doc Stamps

1. Complete Offer Package:
 - FAR-BAR As-Is Contract (6/10 version)
 - Freddie Mac lead based paint addendum, from MLS
 - Freddie Mac property disclosure, from MLS
 - Freddie Mac Cover Letter, from www.fl-reo.com
 - Affidavit of Owner Occupancy for first or second home purchase, if applicable, from www.fl-reo.com
 - Current (30 days) Proof of funds or pre-qual (must show account holder's name)
2. Submit the completed offer packet to cliffroeooffers@gmail.com
 - Freddie Mac does not accept digital signatures (i.e. Docusign)
 - NO faxed offers. The offer Must be sent to cliffroeooffers@gmail.com
 - The subject line of your email should read **"NEW OFFER" & the address**
 - i. Example: NEW OFFER-1234 Main St
3. Upon acceptance**, you will receive a complete contract package and addendums, which must be returned within 24 hours:
 - New FAR-BAR AS-IS with final negotiated terms (no white-outs/initialed changes)
 - Seller's addendums
 - Lead-Based Addendum, if applicable
 - Copy of Earnest money receipt, sent to Seller's Title Company
 - Current (30 days) Proof of funds or pre-qual (must show account holders name)

***In some cases, an approved offer must go to the mortgage insurer to sign off on the sale (MI Approval). This may delay contract addendums for 7 – 10 days. We will notify you in these cases to expect longer than average turn-around times. We do not have any way to speed this process, and we appreciate your patience.*

4. Packet is submitted by listing agent to Title, who has POA for the bank, to execute the contract. Turn-around time is usually 3 – 5 days.
5. Executed contract will be emailed to Buyer's Agent with a Buyer's information sheet, which Buyer's Agent must return to Title. Inspection period begins upon receipt of fully executed contract.
6. Please communicate with Title consistently to ensure a timely closing.

Please direct any other communications you may have to cliffroe@gmail.com

