

# THE OFFER FLOW CHART

## Buyer Tips

Get pre-qualified for a mortgage before you begin your search and establish a budget

Make a cheque payable to the seller's lawyer "in trust". This protects your deposit

If you wish to make a counter offer, make the changes you want on the Offer to Purchase provided by COMFREE. Initial all changes and give it back to the seller

If you don't include any (buyer's) conditions in your offer, when they have been met, remove them and forward the completed COMFREE Condition Removal Schedule to your Lawyer

Congratulations, you have bought your new home and saved thousands!

The transaction will be completed today.

## Buyer Action

Pre-qualify for a mortgage

Complete the Offer to Purchase Form provided by COMFREE to the sellers

Provide Offer to Purchase and Deposit cheque to Seller

Counter-Offer

Remove Conditions

## Seller Action

Receive the offer and deposit cheque

Consider the Offer

Counter the Offer

Reject the Offer

Accept the Offer

Forward the completed offer and the deposited cheque to your lawyer

Remove Conditions

**iSOLD**

Possession Day

## Seller Tips

When receiving an offer, ask that the buyer be pre-qualified

Never sign (accept) more than one offer.

If you receive multiple offers, accept only one.

If you wish to make a counter offer, make the changes you want on the Offer to Purchase, initial all changes and give it back to the buyer.

You do not have to counter the offer. You can do nothing, let it expire and return the deposit cheque. Generally it is better to counter the offer.

If you include any (seller's) conditions in your offer, when they have been met, remove them and forward the completed condition removal (provided by COMFREE), schedule to your lawyer.

Congratulations, you have now sold your property and saved thousands! Install the "Sold Sign"

The transaction will be completed today.

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