

NOTE: You can also email your package to the listing agent, but kindly include this cover sheet.

FAX

To: Broadpoint Properties **From:**
Fax: 760-839-3279 **Pages:**
Phone: 760-839-3838 **Date:**
Re: **CC:**

Urgent For Review Please Comment Please Reply Please Recycle

Comments:

Attached you will find an offer for the short sale listing located at:

The best phone number to reach me at is _____ and my email address is _____
_____.

I have placed a check mark next to all of the items attached in this fax. If any items are missing, I will fax them as soon as possible. I understand that there are certain items that, if missing, could hold up the processing of my client's offer.

- Residential Purchase Contract
- Short Sale Addendum
- Lender Pre-Approval and/or Proof of Funds
- Copy of Deposit Check
- Addendum #1 (www.servingsandiegocounty.com/for-agents/short-sale-submission)
- Bank of America Forms (only required if noted in MLS Confidential Remarks)
- Statewide Buyer and Seller Advisory
- Disclosure Regarding Real Estate Relationships

