



Instructions for Completing and Submitting Offers

Buyers or their Brokers submitting an offer for consideration must include a complete set of documents with the offer submitted. Before writing an offer, please note that offers must be accompanied by separate earnest money in the amount of \$25,000 in the form of a promissory note.

Offer Document List

To follow is a list of documents that must be signed, initialed, dated and returned with your offer. There may be several areas on a document to sign and/or initial and date. These areas are indicated on the document by arrows. ➡

1. Oregon Real Estate Initial Agency Disclosure Pamphlet

(Note: Buyers electing to waive broker representation must initial and return all three pages of the Initial Agency Disclosure Pamphlet as part of the offer submission. Buyers being represented by a Broker will have already received the Initial Agency Disclosure from their Broker and, therefore, will not need to initial and return the Disclosure provided.)

2. Purchase and Sale Agreement

(Note: Offer documents include a "Sale Agreement No. _____" area at the top of each page. It is important that you fill this in. This number will be used to identify all documents affiliated with your offer. When completing a set of documents, create and enter a unique identifying number for your offer using a combination of Buyer's last name and the lot number (i.e. buyer "Smith" submitting an offer on Lot 18 would enter SMITH18 as the Sale Agreement No. on all pages of the offer).

Recommended close of escrow on cash offers: within 30 days of the offer date.

Recommended close of escrow on offers contingent upon financing: within 45 to 60 days of the offer date.

3. Promissory Note for Earnest Money

4. Affirmations for The Tree Farm

Submitting Offers

Offers may be submitted via email to thetreefarm@brooksresources.com or hand-delivered during office hours* to:

Brooks Resources Realty
409 NW Franklin Avenue
Bend, OR 97703

**Office hours are 9:00am to 4:00pm Monday through Friday. The office will be closed on December 23 and 26.*